

# ST. DAVID'S EPISCOPAL CHURCH

## **Procedures Regarding The Celebration and Blessing of Marriage**



**ST. DAVID'S**  
EPISCOPAL CHURCH  
301 E 8TH STREET AUSTIN, TX 78701  
— STDAVE.ORG —

Dear Friends,

We welcome you to St. David's Church. It is with particular joy that we welcome those who feel called to be married at St. David's. This wedding customary is designed to answer questions and articulate our policies and procedures.

It is our hope that your planning and preparation are filled with joy. We wish to make your celebration a confirmation and strengthening of your love, and to prepare you for married life together.

We expect at least one member of the couple to be an active member of St. David's, through regular attendance, involvement in ongoing Christian formation, and an annual pledge of financial support.

Please know that you will be held in the prayers of St. David's parish at the time of your marriage.

May God's richest blessings be upon you now and always.

A handwritten signature in black ink, appearing to read 'Chuck Treadwell', with a small cross symbol at the end of the signature.

The Reverend Dr. Chuck Treadwell  
Rector

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## **Beginning the Process**

Please read this entire booklet carefully. It will answer most of your questions. The next step is to submit the **Request to be Married** form (the last page of this booklet) to the Executive Assistant to the Rector, who will share your request with clergy.

Couples who wish to be married must meet or speak with a St. David's priest before the church will officially schedule a date on the parish calendar. After your wedding is officially scheduled, the presiding priest will discuss the couple's request to be married, answer questions, set out the preparation process, and clarify Church teachings regarding Christian marriage.

If either of the couple has been previously divorced, specific requirements of the Church must be met before an Episcopal priest may celebrate a Marriage. This includes submission of a remarriage petition to the Bishop.

Episcopal canon law requires a minimum of 30 days notice before a wedding can be solemnized. Weddings may be scheduled at any time of the year except during Lent. Only one wedding may be scheduled at St David's on any one day. Evening weddings may begin no later than 6:00 p.m.

The couple must meet with St. David's clergy at least 90 days in advance of their intended wedding date. The wedding date is not confirmed until it is on the priest's schedule and church master calendar. In the case of a remarriage, 60 days are required to send the remarriage petition to the Bishop, and the wedding date is not confirmed until the Bishop's response is received.

## **Parish Membership**

In order to be married at St David's one of the following conditions must be met:

1. At least one member of the couple must be a baptized Christian who is an active, attending, and pledging member of St. David's for at least six (6) months **prior** to submitting a request, and is in on-going Christian formation.
2. Couples who are active, attending, and pledging members of another Episcopal parish will be considered upon written request from the Rector of their parish to the Rector of St. David's. In these cases, the church will charge a non-member fee of \$1,000.
3. New or Prospective church members will also be assessed the non-member fee.
4. In cases of financial hardship, pastoral exceptions may be made at clergy discretion.

## **The Wedding Liturgy**

At St. David's, authorized marriage liturgies are *The Witnessing and Blessing of a Marriage*, *The Celebration and Blessing of a Marriage 2*—both authorized for use at the 2018 79<sup>th</sup> General Convention of the Episcopal Church, and *The Celebration and Blessing of a Marriage* found on page 423 of the 1979 Book of Common Prayer.

## **State of Texas Requirements**

State law requires that each couple obtain a marriage license from the State of Texas. This license may be obtained from the Travis County Courthouse ([www.traviscountyclerk.org](http://www.traviscountyclerk.org) or 512-854-9188), or from other Counties within the State of Texas. Priests of this Church may not legally perform a wedding without this license. The wedding license must be presented at the wedding rehearsal. Once the license is issued, the wedding service cannot take place within the first seventy-two hours but must be performed within thirty days.

## **Ceremony Coordination**

St. David's has staff and a wedding guild to assist the couple with the planning of their wedding ceremony from the day the wedding is put on the church calendar through the day of the wedding. The presiding priest will be the couple's main point of contact.

Marriage is a Sacrament, and St. David's is neither a vendor nor a venue. As the wedding service is planned, communication must come directly from the couple or their families, not an event/wedding coordinators.

## **Wedding Service Bulletin**

The church will produce a simple wedding service bulletin for an additional fee. If you are producing your own programs, the text must be reviewed and approved by the officiating priest prior to the printing of the bulletins. A final draft must be sent to the priest no later than two weeks before your wedding. Please include text which requests that guests refrain from taking photographs to preserve the sanctity of the wedding service.

## **Wedding Music**

Wedding music must be sacred and reflect a Christian understanding of marriage. See Appendix A for a list of suggested options; digital files of these are available. You may choose anything from approved Episcopal hymnals. Most classical music is acceptable; please save secular/popular music for the reception.

When the organ is to be used, the Executive Assistant to the Rector will arrange for a paid organist. See Appendix B for details. We can recommend other musicians

(vocalists, strings, trumpet, guitar, etc.) upon request. Outside musicians must be approved by our Music Department. Recordings may not be played.

## Wedding Flowers

The Episcopal Church considers weddings to be a solemn and sacred rite, and flowers and other decorations must be kept in their appropriate liturgical place.

The Historic Church will be vested in white hangings. Flowers on the altar are your gift to the church and remain for Sunday services. The Sunday bulletin will include a notation that the flowers are given in celebration of your marriage, and you will be remembered in the Prayers of the People. Following Sunday services, the Altar Guild will take the flowers to members of the congregation who are ill or living in retirement homes here in Austin. This practice of taking the Altar flowers to “shut-ins” brings the joy of your wedding to many people who are not able to attend Church.

Westbank Flower Market, our preferred florist, must be used for Altar flowers. They know the specifics of our space, are familiar with what will work best on the altar, and will work with your colors. While we wholeheartedly recommend Westbank for the remainder of your flowers, you are free to use the florist of your choice for personal flowers (bouquets, boutonnieres, reception centerpieces, etc.)

Floral markers may be used to designate family pews, but may not be attached by tape or any other sticky substance. We do not strew live flower petals. If artificial petals are to be strewn, the couple is responsible for their removal to avoid a clean-up fee. You or your florist are responsible for removing pew markers and any vases/containers brought to St. David's.

## Wedding Photos

A wedding is a worship service and must be treated with due reverence. **The couple must share guidelines with their photographer no later than two weeks before the ceremony**, so that questions or concerns may be addressed in a timely manner (i.e. NOT on the wedding day.). Our guidelines are as follows:

1. Photographs may be taken **prior to the service** and/or **following the service**. They must be completed **thirty minutes** before the service is to begin. No more than **thirty minutes** will be allowed for photographs following the service.

2. Any photographs with presiding clergy after the ceremony must be taken first, as soon as the church has emptied of guests.
3. Wedding photographs may not be posed inside the altar rail.
4. During the ceremony, the photographer must stand **behind the last pew in which guests are seated** to take all photographs. Flash photography may be used during the procession and recession only. **No flash photography** is permitted during the wedding service.
5. A second photographer may also take photographs from a designated (stationary) location inside the church.
6. No furniture in the church may be moved.
7. Photography may not detract from the sanctity of the service.
8. Photographers who disrespect and flout our policies will be placed on a “do not use” list, and barred from future weddings at St. David’s.

### **Wedding Video**

A wedding is a worship service and must be treated with due reverence. It is the responsibility of the couple to share our guidelines with their videographer **no later than two weeks before the ceremony**, so that questions or concerns may be addressed in a timely manner (i.e. NOT on the wedding day.). Our guidelines are as follows:

1. Silent, stationary equipment/tripods may be set up in unobtrusive, pre-approved location(s), with the permission of the officiant.
2. Any non-stationary videography may only take place behind the last row of seated guests.
3. All equipment must be set up thirty minutes before the service is to begin.
4. No lights or headsets may be used.
5. No furniture in the church may be moved.
6. Videography may not detract from the sanctity of the service.
7. Videographers who disrespect and flout our policies will be placed on a “do not use” list, and barred from future weddings at St. David’s.

### **Wedding Rehearsal**

The rehearsal is a preparation for the marriage service and is normally held the day before the ceremony. Your presiding priest will conduct the rehearsal. All members of the wedding party (including wedding party, ushers, readers, family members to

be seated, etc.) are asked to attend the wedding rehearsal.

Should you work with an outside wedding coordinator, please know that while they are welcome to attend and assist if asked, **the wedding rehearsal is run by the priest.**

The couple must bring their marriage license, wedding programs, and any final payment to the rehearsal. Rehearsals usually begin at 5:00 to allow time to complete the rehearsal before the wedding party's rehearsal dinner.

### **Rehearsal Dinner or Wedding Reception**

Please contact our Director of Events, if you are interested in holding a rehearsal dinner or reception in *The Space at St. David's*.

### **Special Points**

Couples are required to have pre-marital counseling. We have a list of recommended counselors, or you may discuss options with your presiding priest.

We ask that guests refrain from photography, and power off/silence mobile phone.

All wedding participants should wait until the reception to consume alcohol.

No rice, confetti, bird seed, or other materials may be thrown in or around the Church.

Please remove any hangers, garment bags, vases, food, jewelry boxes, extraneous recycling or garbage, etc. from dressing areas before leaving the church.

Parking is always free for visitors or members of St. David's.



## Appendix A – Music Selections

MP3 samples of these selections are available from church.

**NOTE:** Neither Bridal March from Lohengrin (Wagner) nor Wedding March from A Midsummer's Night's Dream (Mendelssohn) are permitted at St. David's weddings.

Music Title	Composer	Hymns – from the 1982 Hymnal	
1. Trumpet Voluntary in D	Jeremiah Clarke	1. Joyful, Joyful We Adore Thee	376
2. Trumpet Tune in D	Henry Purcell	2. All Creatures of Our God and King	400
3. <i>Rondeau</i> from Premiere Suite	Jean Mouret	3. Love Divine, All Loves	657
4. March	Henry Purcell	4. Holy, Holy, Holy	362
5. Hornpipe from <u>Water Music</u>	G. F. Handel	5. When in Our Music	420
6. <i>Allegro vivace</i> , Suite in D, 1st Movt.	G. F. Handel	6. Praise My Soul the King	410
7. <i>Allegro vivace</i> , Suite in D, 2nd Movt.	G. F. Handel		
8. March I, Suite in D	G. F. Handel		
9. March II, Suite in D	G. F. Handel		
10. <i>Maestoso</i> from Heroic Music	Georg Telemann		
11. <i>Con bravura</i> from Heroic Music	Georg Telemann		
12. Trumpet March	J. B. Lully		
13. Trumpet Aria	Henry Purcell		
14. Trumpet Voluntary	John Stanley		
15. Sinfonia	Henry Purcell		
16. March	J. S. Bach		
17. <i>Finale</i> from Royal Fireworks Suite	G. F. Handel		
18. Psalm 19	B. Marcello		
19. <i>La Marche</i>	G. F. Handel		
20. Prelude to <i>Te Deum</i>	M. Charpentier		
21. <i>Rigaudon</i>	André Campré		
22. The Emperor's Fanfare	Antonio Soler		
23. Jesu, Joy of Man's Desiring	J. S. Bach		
24. Crown Imperial March	William Walton		

### ORGAN SELECTIONS:

1. <i>Toccata</i> from Fifth Organ Symphony	Charles Widor
2. Prelude in Classic Style	Gordon Young
3. Prelude No. 1 in C Major	J. S. Bach
4. <i>Berceuse</i>	Louis Vierne
5. Now Thank We All Our God	S. Karg-Elert
6. Sheep May Safely Graze	J. S. Bach
7. <i>Allegro</i> from Organ Concerto No. 8	G. F. Handel
8. <i>Sinfonia</i>	G. F. Handel

## Appendix B – Fee Schedule

### Historic Church Wedding Fees

Facility & Staff	\$ 850
Altar Flowers	\$ 150
<b>Total</b>	<b>\$1000</b>

### Bethell Hall Wedding Fees

Facility & Staff	\$ 850
Altar Flowers	\$ 90
<b>Total</b>	<b>\$ 940</b>

### Additional Fees

Non-member fee	\$ 500
Organist	\$ 400 <i>(Includes Ceremony &amp; Rehearsal)</i>
Clergy Honorarium	\$TBD – <i>(typically \$150-\$500)</i>
Additional musicians	TBD
Additional flowers	TBD
Wedding Service Bulletins	TBD <i>(Cost depends on number of programs printed.)</i>
Cleaning Fee	TBD <i>(If excessive mess/ items left in dressing areas or church.)</i>

### Please Note:

- The \$500 non-member fee is assessed for non-member couples, and those who have not yet joined St. David's at the time of the request to be married.
- It is customary to offer an honorarium to the presiding priest.
- Additional musicians, flowers, or programs printed by St. David's will change the fee structure.
- Final payment must be received no later than the wedding rehearsal.
- If there are any questions about the fees, they should be directed to the clergy who will be presiding at the wedding ceremony.

## Declaration of Intent

(Canon I.18.4)

We understand the teaching of the church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God.

We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.

We declare our intent to be active, faithful members of the Episcopal Church – attending services regularly, providing financial support through an annual pledge, and participating in on-going spiritual formation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Taken from *Liturgical Resources 2 As presented to the 79th General Convention of the Episcopal Church, 2018*



**ST. DAVID'S**  
EPISCOPAL CHURCH  
301 E 8TH STREET AUSTIN, TX 78701  
— STDAVE.ORG —

## Clergy Information Form

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Priest \_\_\_\_\_ Date of Application \_\_\_\_\_

Date of Ceremony \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Location:     Historic Church     Grace Chapel     Bethell Hall

Other \_\_\_\_\_ Communion?    **Y**    **N** (circle one)

Musicians:     Organist     Other \_\_\_\_\_

Reception Location: \_\_\_\_\_

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### PARTNER1

Full Name \_\_\_\_\_ Preferred/Nickname \_\_\_\_\_

Maiden Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone: H) \_\_\_\_\_ C) \_\_\_\_\_

Previously married? \_\_\_\_\_ Widowed/Divorced (*if not first marriage*) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Place of Birth \_\_\_\_\_

St. David's Member?     Yes     No

Date of baptism \_\_\_\_\_ Denomination \_\_\_\_\_

Date of confirmation \_\_\_\_\_ Denomination \_\_\_\_\_

Regularly attend \_\_\_\_\_

Father's **Full** Name and Place of Birth \_\_\_\_\_

Mother's **Full Maiden** Name and Place of Birth \_\_\_\_\_

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PARTNER2

Full Name \_\_\_\_\_ Preferred/Nickname \_\_\_\_\_

Maiden Name (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Telephone: H) \_\_\_\_\_ C) \_\_\_\_\_

Previously married? \_\_\_\_\_ Widowed/Divorced (*if not first marriage*) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Place of Birth \_\_\_\_\_

St. David's Member?  Yes  No

Date of baptism \_\_\_\_\_ Denomination \_\_\_\_\_

Date of confirmation \_\_\_\_\_ Denomination \_\_\_\_\_

Regularly attend \_\_\_\_\_

Father's **Full** Name and Place of Birth \_\_\_\_\_

Mother's **Full Maiden** Name and Place of Birth \_\_\_\_\_

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FOLLOW-UP INFORMATION

Address of couple after marriage

\_\_\_\_\_

# ST. DAVID'S EPISCOPAL CHURCH

301 E 8th Street 8th & San Jacinto Austin, TX 78701  
512.610.3500 † www.stdave.org † info@stdave.org

## Request to be Married at St. David's Episcopal Church

Congratulations! To facilitate planning during this exciting time, please complete this form and return it to the Executive Assistant to the Rector, [caherine.r@stdave.org](mailto:caherine.r@stdave.org).

Your request will be given to your requested clergy person.

**Only the clergy of St. David's may schedule a wedding.**

*It is required that at least one member of the couple be a baptized Christian who is an active, attending, pledging member of St. David's for at least six (6) months prior to submitting a request.*

*We may consider couples who are active, attending, and, pledging members of other Episcopal churches upon written request from the Rector to the Rector of St. David's.*

*An additional fee is assessed to non-member couples and those who have not been members for the required length of time prior to submitting their request.*

Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Preferred phone: \_\_\_\_\_ Preferred email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of your fiancé(e): \_\_\_\_\_

Are you or your fiancé(e) members of St. David's Episcopal Church? YES NO

If yes, how long? \_\_\_\_\_

If no, please list any family members who are members of St. David's Episcopal Church.

If no family are church members, please let us know why you have selected St. David's:

\_\_\_\_\_  
\_\_\_\_\_

Please let us know if either has been previously married. YES or NO.

\_\_\_\_\_

Desired date to be married, if request is approved: \_\_\_\_\_

I am requesting the use of the following space:

Historic Church (seats 325)       Bethell Hall (seats 250)       Grace Chapel (seats 30)

**Requested St. David's Priest:** \_\_\_\_\_

*If you wish to have an Episcopal priest not on staff at St. David's preside at your wedding, he or she must contact our Rector in writing to personally request the use of the church. Requests may be faxed (512-472-6101) or mailed (address above) to the attention of the Rev. Dr. Chuck Treadwell. Requests should refer to your desired wedding date, identify which priest is providing preparation for the marriage, and be submitted at least 90 days prior to the wedding.*