

Guidelines for Marriage

Calvary Episcopal Church, Cincinnati, Ohio

Congratulations on your decision to be married at Calvary Episcopal Church. It is the intention of the clergy, staff and lay people of Calvary Church that weddings performed in the church should be both a joyous time and also a reverent act of commitment between those who seek to be married.

Eligibility:

- Calvary Church requires that at least one of the parties be a baptized Christian and an active member of Calvary Church.
- The Episcopal Church and the Diocese of Southern Ohio additionally require that if either or both parties have been previously married and divorced, the Bishop must give written approval for a priest to perform the ceremony. The Priest submits copies of the divorce decree with his letter to the Bishop at least three months prior to the wedding.
- The couple must schedule and attend three one-hour premarital counseling sessions with the Rector. Scheduled directly with the Rector.
- All federal and state laws must be followed including obtaining a valid marriage license.

Requirements:

- Date of ceremony must be approved by the Rector at least three months prior to the actual ceremony.
- The Calvary Church Wedding Agreement form (attached) must be completed and mailed to Calvary Church Once the date is approved by the Rector.
- Calvary Church seating capacity is 225.
- Cleaning Service Fee \$150.00 (payable to Calvary Church)

Ceremony:

- Marriage is a sacrament of the church and must conform to the provisions of the Book of Common Prayer, beginning on page 423. The Rector will be the final authority for any special requests.
- Wedding bulletin or order of service is the wedding couple's responsibility and requires approval by the Officiating Clergy, unless special arrangements are made with the Officiating Clergy.

Music:

- Howard Helvey is our church organist and must be contacted to secure dates and appropriate music selections. Please contact him directly at howardhelvey@hotmail.com {Fees may be negotiated with Mr. Helvey}

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Photography:

- Photographs may be taken before and after the ceremony.
- During the ceremony, photographers and videographers may record, but must be stationary and at the back of the church, as this is a sacred ceremony.

Flowers:

- It is expected that the altar flowers will be left on the altar for the Sunday services in thanksgiving for your marriage.

Safety:

- Please, no throwing of confetti, rice, birdseed, or any other substitute.
- Smoking is not permitted in the church building.

Church access:

- The sanctuary will be open two hours prior to the wedding.
- The Burton Room is available to the wedding party for dressing upon request.
- Restrooms are located in the church building, both upstairs and downstairs but not in the sanctuary.

Rehearsal:

- Rehearsal date must be approved by the Officiating Clergy.
- All rehearsals are directed by the Officiating Clergy.

Receptions:

- Receptions may be held in Hannaford Hall based on availability.
- Fee schedule listed below.
- The wedding couple is responsible for all refreshments, and set-up and clean-up of Hannaford Hall.
- No candles or tape on walls are permitted. Simple decorations and flowers only.
- Beer, wine and champagne are the only alcoholic beverages allowed on church premises.

Fee Schedule:

Church Rental	\$500 to Calvary Episcopal Church
Sexton	\$150 to Calvary Episcopal Church (memo: Cleaning service).
Calvary Host	\$100 directly to host in charge of hospitality/representing church
Music	<i>Fee negotiated and paid directly to the musician.</i>
Receptions	\$400 to Calvary Church
Clergy	<i>Suggested honorarium \$250</i>

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WEDDING INFORMATION FORM

In Celebration of the Marriage of:

_____ & _____

Date of Wedding _____ Time _____

Date of Rehearsal _____ Time _____

Will there be Eucharist? ____ Yes ____ No

Will you be preparing and printing your own Wedding bulletin? ____ Yes ____ No
If Yes then please provide to the church 1 month prior to the ceremony.

Do you want pews on each side of the church roped off; or reserve cards placed in the pews?

Rope off ____ first pew ___ first two pews

Place reserve cards in ____ first pew ___ first two pews

Number in Wedding Party

_____ 's Side ____ Attendants (*including person of honor*)

____ Ring Bearers __ Flower Bearers

_____ 's Side ____ Attendants (*including person of honor*)

____ Ring Bearers __ Flower Bearers

Procession

____ Traditional (one side of party at front, bride escorted by her father and walking in procession)

____ Both parties walk in with both sets of parents

____ The couple walks in together alone

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Presentation (Who presents or gives...?)

____ This woman/person

____ These two people

By

____ Father

____ One set of parents

____ Both sets of parents

____ Children

____ Wedding party

____ Other

Scripture

*one reading from Holy Scripture is required;
up to four readings, sacred or secular, are permitted*

Hebrew Bible (OT) _____ Psalm _____

Christian Scriptures (NT) _____ Gospel _____

Music

Musicians _____

Soloist _____

Couple presented as:

(or, circle HERE if you prefer not to be presented)

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Do you have a wedding planner? _____ yes _____ no

If yes, please let us know wedding planner's name and contact info

Will you be bringing your own bottled water? _____ yes _____ no

Would you like to reserve the Burton Room for dressing, preparation, and photos? _____ yes _____ no

If so, will your guests need directions to the Burton Room and bathrooms?

After Sunday services, to whom should your wedding flowers be given?

Checklist for Preparation

- _____ Contacted Howard Helvey concerning Music: Yes No (*Circle one*)
- _____ Determined music selections in consultation with church musician
- _____ Determined Biblical selections and assigned readers
- _____ Assigned Ushers to greet guests at the door
- _____ Hannaford Hall Rental Requested: Yes No (*Circle one*)
- _____ Prepared checks to be given to the Rector for distribution at the Rehearsal
- _____ Presented Marriage License to Officiating Clergy sometime in the week prior to the wedding (by the Rehearsal at the latest)

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AGREEMENT FORM

We, the undersigned, after consultation with the Rector agree to all of the guidelines for a marriage ceremony in Calvary Episcopal Church.

Signature: _____ Date: _____

Signature: _____ Date: _____

Date of Ceremony: _____ Time: _____

Name: _____

Address: _____

Phone: _____ E-mail: _____

Name _____

Address: _____

Phone: _____ E-mail: _____

Return to: Calvary Episcopal Church 3766 Clifton Ave.
Cincinnati, OH 45220
513-861-4437