



Wedding Policies and Guidelines

Christian marriage is a solemn and public covenant between a man and a woman in the presence of God and those who will support them in a Christ-centered marriage. As such, all weddings at St. Francis in the Fields must follow the canons of the Episcopal Church, the rubrics of the Book of Common Prayer, and our wedding customary. This guide will assist you in the practical and liturgical details for your marriage ceremony.

Eligibility

Church members in good standing who regularly attended worship can request to be married at St. Francis. Children of members in good standing may also request to be married here. Please note that, per the canons of the Episcopal Church, clergy have the right to refuse to perform a marriage ceremony for any reason. If either party has previously been divorced, St. Francis clergy will need to get permission from the Bishop of the Diocese of Kentucky prior to performing the marriage ceremony.

Setting a Date

Christian marriage cannot take place without a period of proper discernment and preparation. To ensure that there is time to plan the liturgy, complete necessary paperwork, and complete your pre-marital counseling, please select a date at least six months in advance. Exceptions may be made, at the discretion of the Rector, but no marriage can take place in the Episcopal Church with fewer than 30-day's notice. Please note that weddings are not performed in the season of Lent. Weddings may be held on any day of the week, excluding Sunday morning.

Select a date (or a few dates that would work) and call the Parish Administrative Officer to confirm availability and schedule a meeting with clergy. The date is not confirmed until after your initial meeting with a priest, so please do not make other arrangements until after you have met with the priest. It is important that both the bride-to-be and the groom-to-be are present at the meeting. Complete the Information Form and return it to the Parish Administrative Officer as soon as possible.

Pre-marital Counseling

All couples are required to receive instruction in the church's teachings concerning Holy Matrimony prior to being married. The priest officiating your marriage ceremony will meet with you for a minimum of four hours of pre-marital counseling and may refer you to complete additional counseling with a marriage and family prior to your wedding. Please be prepared to be honest and open with your priest, and ready to discuss matters that will impact the health of your marriage.

Planning the Ceremony



The liturgy for the solemnization of Holy Matrimony comes from the Book of Common Prayer. Couples are encouraged to include a celebration of Holy Communion as part of the ceremony. When Communion is celebrated, all baptized Christians in attendance are invited to receive.

In addition to Holy Communion, the primary symbol of the exchange of vows is the giving of the wedding ring(s). Additional symbols, such as unity candles, are not included in the liturgy. Couples use the traditional vows in the liturgy.

Music

Music is selected and planned under the direction and guidance of the Director of Music. Music is provided by St. Francis music staff. Only sacred music according to the tradition of the church may be used. Once your date is set, please contact the Director of Music to begin selecting and planning music.

Flowers

Floral arrangements should enhance, but not dominate, the worship service. The florist will need to cooperate with the church wedding liaison in planning for and placing all flowers. For a service of Holy Communion, no flowers or other decorations are permitted inside the chancel railing.

Rose petals and aisle runners are not permitted in the church. We cannot permit bird seed or rice for reasons of safety.

Flowers at the altar may be left for the Sunday services. If you wish to gift your flowers to the Church, inform the wedding liaison one month prior to your wedding. Your gift will be noted in the bulletin.

Flowers may be placed on the hooks provided on the front, outside doors of the Church; and on the wrought-iron railings leading up to the Church entrance; and on pedestals (provided by the florist) throughout the church, provided they do not detract from the service. Flowers and/or bows are not permitted on the altar railings.

Florists must retrieve any equipment (urns, pedestals, etc.) immediately following the wedding. The Church will not be responsible for this equipment beyond that time. If another pickup time is required, prior arrangements must be made with the wedding liaison.

Candles



Candle stands and candelabra are available for placement at the windows and throughout the church. The church will purchase all candles. Please see the fee schedule for prices. Unity candles are not used in weddings at St. Francis in the Fields.

Photographs

Photographers and videographers are welcome. The clergy or wedding liaison will instruct photographers and videographers as to where they can stand/set up so as not to detract from the reverence of the service. No flash pictures are permitted during the ceremony. A conversation between the photographer (and/or the videographer) and the church wedding liaison is required before the day of the wedding rehearsal.

Rehearsal

A liturgy rehearsal is required for all members of the wedding party, including any family who will be part of the procession. The rehearsal is usually a day or two before the wedding and will last approximately one hour. Please bring the marriage license to the church on the night of the rehearsal so that the clergy can keep it safe for use the following day. The license will be mailed by the church office to the county clerk following the wedding.

The wedding liaison will be present to assist with the rehearsal. Please let the liaison know of any special seating arrangements (for grandmothers, etc.) and the number of pews needed to be reserved for family.

The priest has final authority over the order of the marriage service and all matters concerning the wedding party once inside the church. Outside wedding coordinators are welcome, but are not permitted to direct, coordinate, or plan the wedding liturgy.

Programs

Samples of programs used in weddings here at St. Francis in the Fields will be available to preview with the church wedding liaison to help you plan the format and layout of your leaflet. The priest or church wedding liaison must approve leaflets created externally no fewer than two weeks before the wedding. Leaflets must be available for the rehearsal.

Dressing Rooms

The bride and her attendants may dress at the church. The groom and ushers usually dress at home, although arrangements can be made for them at the church as well. The bride's party should assemble in the Williamson Room no more than two hours before the ceremony. No alcoholic beverages are permitted on the premises prior to the ceremony. If there is evidence of alcohol or intoxication prior to the ceremony, the priest may choose to cancel the ceremony.



Following the service, the bridal party is responsible for removing all personal articles from the church and for leaving rooms neat and arranged as found. These rooms are to be vacated within one hour of the completion of the wedding ceremony.

Light snacks and soft drinks for the bridal party may be brought into the rooms. We can provide ice, water, and coffee upon request.

Acolytes

If acolytes and/or other lay liturgical ministers (lectors, chalice bearers) are needed or requested, the choice of these persons may be made by the couple after consulting with the officiating priest.

Receptions

Graves Hall is available for wedding receptions. All arrangements must be made and paid for by the couple. This includes dishes, silver, tablecloths, table set-up and take-down, caterers, dish-washing, clean-up, and removal of food and beverages after the reception.

All receptions at St. Francis will be arranged through our Parish Administrative Officer and comply with our St. Francis facility rental policies. Catering must be arranged by the couple or family. Receptions should be limited to four hours. A member of the St. Francis staff will be present at all receptions for information and security. St. Francis staff are not responsible for assisting the caterer, serving, or clean-up. These services must be provided by your caterer. The caterer is responsible for seeing that the kitchen and surrounding areas are left clean and returned to their original setting.

No rented dance floors are permitted.

Reception costs include:

Graves Hall.....	\$375
Refundable Security Deposit.....	\$100
Custodial.....	\$40/hr

Services include use of the facilities and cost of security. Facility use is for a four-hour period and must end no later than 10:00 p.m. Graves Hall holds 250 people.

Alcohol Policy



Open bars are not permitted at receptions at St. Francis in the Fields. Wine, beer, and champagne may be served at the reception the discretion of the bride and groom, as long as attractive, clearly-marked, non-alcoholic beverages and food are also offered. If champagne or wine is served, the caterer must supply the wine glasses. You must provide a bartender to pour wine, beer, and champagne. Bar tenders must meet state and local requirements for licensing and certification.

The use of alcohol at any function at St. Francis requires:

- clear and distinct labeling of all beverages and foods which contain alcohol
- food served at the same time
- attractive, non-alcoholic alternatives offered as conspicuously as alcoholic beverages
- awareness of all federal, state and local ordinances regarding legal age, serving of obviously intoxicated persons, and liability for the actions of intoxicated persons
- no alcohol is permitted at the church for the wedding rehearsal or before the ceremony

Wedding Fees

Normal fees and charges are listed below but will be finalized after discussion and agreement with the Rector (or another presiding priest) and wedding liaison. All fees are subject to change. There is not charge for the use of the facility for your wedding ceremony. All fees must be paid in full by the rehearsal date.

- Organist (The organist fee includes consultation and the service).....\$300
- Church wedding liaison..... \$200
- Custodial.....\$40/hr (min 4 hrs)
- Acolyte (optional).....\$25
- Window Candles (optional) (\$5 per window).....\$60
- Candelabra (optional) (7 available)..... \$30 each
- Altar Guild (optional but encouraged).....\$25

Audio/video streaming or recording is available upon request; the price is set by our contract employee depending on the complexity and other considerations. For more info, contact Simmons Falk at 502-387-1727.

Honoraria to clergy are not required, but are gladly accepted in support of their ministries.

Details for the Sanctuary



- Seating in the sanctuary is 600 maximum
- The length of center aisle is 66' (runner not permitted)
- The width of center aisle is 76"
- There are 16 pews on each side of the center aisle (8 people per pew)
- The walls and woodwork are white; trim is walnut
- The church is fully air conditioned
- Smaller weddings can be held in the Davenport Chapel (seats 50)