

St. Matthew's Episcopal Church

Wedding Guidelines and Requirements

*Many congratulations on your engagement!
Here is a small package that may help you in the
preparation for your service at St. Matthew's Church.*

With thanks and very best wishes to you both,

*The Rev. Kelly Kirby, Rector
of St. Matthew's Episcopal Church*

1. The Order of Service

The Episcopal Church offers beautiful language and symbolism in our wedding liturgies. There are several options available to you. They are listed at the end of this document. You will be invited to help plan the service with the clergy and Director of Music. Please note: it is not the usual practice in the Episcopal Church to include a unity candle ceremony in the service or for the couple to write their own vows.

2. Music

To discuss the music for your service, please contact the St. Matthew's Music Director as soon as possible. He can be reached at dgrant@stmatthewsepiscopallouisville.org. The use of instrumentalists and soloists and the choice of music must be approved by the Director of Music.

3. Videos, Recordings and Photography

You are most welcome to capture your service at St. Matthew's on video or as a sound recording, subject to agreement from the Clergy and Director of Music.

Videographers must speak with the Priest prior to the service.

Please discourage your guests from taking photographs during the service itself unless they are using a digital camera.

We encourage you to take your wedding party photographs prior to the service. If this is not possible, please advise your photographer that the church building will be closed 45 minutes following the service.

4. Flowers

The couple should talk to the Priest about their plans for flowers in the church.

Flowers are not permitted on top of the altar.

When we are due to conduct two services on a Saturday we will be glad to put the families in touch with each other, for possible liaison over the supply and arrangement of flowers.

We must ask that no berries are used in any flower arrangements, and no flowers be thrown as part of the procession.

All flowers must be removed following the service, unless arrangements have been made to leave the arrangements for the following Sunday.

5. Status within the church

In the Episcopal Church it is required that either the Bride or Groom has been baptized in order to have a church wedding.

If either person has previously been divorced it is usually still possible to have a wedding at St. Matthew's

Episcopal Church. There is mandatory paperwork that must be submitted to the Bishop of the Diocese of Kentucky in order to gain his permission to conduct the service.

All couples married at St. Matthew's must attend pre-marital counseling, (usually this takes place during 4 one hour sessions with the Priest).

The church needs at least 9 weeks notification before the proposed date of the wedding.

6. Use of the Parish Hall

St. Matthew's Saints Hall is a lovely place for receptions.

7. License

A license must be obtained from the county, and must be applied for at least thirty days before the wedding. The license should be brought to the Priest before, or no later than, the time of the rehearsal.

8. Fees

The organist fees are \$250 for the service and that includes the rehearsal. There is no cost for consultation. If the couple requests music outside of the Music Director's repertoire, there may be an additional charge of \$50/hour for music preparation.

The Priest's fee is \$200 (the check should be made out to the Priest Discretionary Fund). Premarital counseling is included in this fee (This fee is waived for members of the parish in good standing).

The Church fee is \$900 for the service and that includes the rehearsal. (This fee is waived for members of the parish in good standing).

The church will be open 1 hour prior to the service and 45 minutes following. If you wish to have additional access to the building, it can be arranged for \$100 per hour.

The rehearsal will begin once the entire wedding party arrives. Should the rehearsal begin more than 15 minutes late, there is a \$50 fee for each 15 minutes. Rehearsals last no longer than 1 hr.

9. Miscellaneous

St. Matthew's does not create wedding bulletins. We can assist you by providing text for a wedding bulletin.

Members of the congregation wishing to be married during a regular Sunday Eucharist should speak with the Rector.

10. Concerning the Service

St. Matthew's conducts Christian Marriage Ceremonies for all Christian Couples.

The new marriage rites are available in electronic versions for free download, [The Witnessing and Blessing of a Marriage](#) and [The Celebration and Blessing of a Marriage 2](#).