



Episcopal Church

Things you need to do before your wedding day:

- ❑ Please bring the **marriage license** to the office of the Rector, in the church office, at least two weeks before the wedding date in order to prepare the necessary documents. We will mail it to the County Recorder on the Monday following the ceremony. You and your witnesses will sign it and our St. James record book directly after the ceremony.
- ❑ Meet with the priest scheduled to perform your wedding at least a month prior to your wedding day.
- ❑ The completion of pre-marital counseling must be verified before the wedding rehearsal.
- ❑ All fees should be paid at least thirty days before the wedding ceremony. Please request the final invoice if you have not received it.
- ❑ The honorarium for the clergy may be presented at the rehearsal or mailed to the office.
- ❑ Consult with the Director of Music, Steve Townsend, at least two to three weeks before your wedding. If a large musical program is planned (with guest singers and/ or musicians) please consult with Mr. Townsend as soon as possible.
- ❑ Contact the required florist for the Altar bouquet a minimum of three weeks before the wedding.
- ❑ Ensure that the photographer/videographer has read and clearly understands the restrictions on photography and videography, and know to meet with the St. James coordinator on your wedding day. If you need an extra copy of the guidelines, let us know.
- ❑ Ensure that the guidelines for flowers and decorations are understood and adhered to. The flowers and décor must be removed immediately after the service. Please assign someone to handle this detail.
- ❑ If you employ a professional wedding consultant, ensure that they understand their responsibility ends at the door of the church. Our professional coordinator will be present to assist you at the rehearsal as well as on your wedding day.
- ❑ The use of alcohol in the church, before and after the wedding is prohibited. Because the ceremony is in part a civil ceremony, anyone under the influence of drugs or alcohol will not be permitted to participate. *Note: This includes the bride and groom.*
- ❑ Assign at least two people to gather and remove all personal items – your things and those of your wedding party – immediately after the service.