

# *A Guide to Weddings*



ST. ELIZABETH'S

EPISCOPAL CHURCH  
GLENCOE IL



Congratulations on your engagement!

You are entering into a very joyful season in your life together. We are pleased and blessed to share in the joy you have as you prepare to take your vows.

*This Wedding Guide will give you information essential to your planning.*

556 Vernon Avenue  
Glencoe IL 60022  
847-835-0458  
office@steglencoe.org  
www.steglencoe.org

## **Setting the Date, Time and Location**

Please schedule your wedding with the church before making other arrangements. Dates are made available on a first come, first served basis. Weddings may be scheduled on most days of the year, with the exception of these holy days: Christmas Eve, Ash Wednesday, Holy Week, Easter Day, and Easter Week.

Because Sunday is the primary day of worship for the Christian community, it is important that weddings be scheduled so that the priest can be physically and spiritually refreshed for our regular Sunday worship. Therefore, it is best not to schedule Saturday weddings later than 4:00 PM. Weddings rightfully take place in the church. Exceptions must be cleared with the priest before scheduling the wedding.

Alternatively, if you would be interested in taking your vows at regularly-scheduled Sunday morning worship, please discuss with the priest.

## **Marriage Preparation**

Six hours of marriage preparation with the priest is required and is usually comprised of four to six sessions.

These sessions are a wonderful opportunity to share each other's hopes, expectations, and family experience of marriage; it is also an opportunity to learn some tools for healthy relationships. Most couples find it to be a time well spent in the midst of a hectic and sometimes stressful period in their lives.

If the priest and the couple determine that more work needs to be done to prepare for the marriage relationship, the priest may make a referral to a counselor or therapist.

## **Physical Arrangements**

St. Elisabeth's Episcopal Church seats 150 adults; extra space and folding chairs are available. There is also a small chapel, with seating for about 35, and limited extra space for chairs, for more intimate ceremonies. The length of the aisle in the church is 50 feet from the back pew to the steps up to the chancel (where the altar is); there is additional open space at the back of the church behind the back pews. St. Elisabeth's Church does not have air-conditioning.

*Rice, confetti, and all other materials are strictly forbidden.  
Birdseed may be thrown at least 20 feet from all church doors.*

## **Music**

As part of our parish musician's working agreement, Dillon Shipman, Director of Music, is responsible for all music at St. Elisabeth's, including weddings. All decisions regarding music must be made in consultation with him. Other musicians, including organists and pianists, may be used, but only at the approval of our Director.

All music performed at the liturgy is to be planned well in advance of the ceremony, and is subject to the approval of the Director of Music and the clergy. The scheduled fee for our musician is \$250 for the ceremony and an additional \$50 per rehearsal.

Please contact Dillon as early in the scheduling process as possible. His telephone number is 440-251-2841.

## **Flowers and Other Ornamentation**

Arranging for and paying for flowers, candles, runners, etc. are the full responsibility of the couple and not the Altar Guild or the Church Office. If wanted, a bridal runner, pew boxes, and/or standing candelabra may be rented from your florist. We can make a recommendation for a florist if desired.

The couple must contact our Flower Chairperson, Polly Baur, at 773-818-3738 or [polly.baur@gmail.com](mailto:polly.baur@gmail.com) to have plans approved.

## **Bulletins – Service Leaflets**

St. Elisabeth's Church Office will provide a simple black and white service bulletin for you on regular cream-colored paper. We would also print it on special paper if you provide it. If you desire a more elaborate service bulletin, you will need to make these arrangements outside of the Church Office.

The final draft must be approved by the priest before being printed; information for the bulletin, including names and roles of participation, need to be given to the Church office two weeks prior to the date.

Please discuss your plans for the bulletin with our Director of Administration, no later than six weeks prior to the wedding. They can be reached at 847-835-0458 or [office@steglencoe.org](mailto:office@steglencoe.org).

## **Photographs**

Photographs and videos, whether amateur or professional, are allowed during the wedding insofar as the photographer or videographer remains stationary and minimizes the use of flash equipment.

Photographers and videographers need to consult with the priest at least one hour before photo taking begins. If photographs are to be taken before the wedding service, please allow ample time for this to be done before the service is scheduled to begin.

## **Rehearsal**

The rehearsal will take place before the wedding, usually the day prior, and will last about one hour. All members of the wedding party need to be present and prompt. Please arrange for the exact rehearsal time with the priest, and please understand that the priest will have other scheduled events on the day of the rehearsal.

If a wedding coordinator is being used, he or she will be responsible for the rehearsal up to the point when the wedding party has arrived at the front of the church. The clergy person will then conduct the rehearsal to the point where the couple leaves down the aisle after the service.

*You must bring the marriage license to the rehearsal.*

## Wedding Policy at St. Elisabeth's

- All weddings must be approved by the clergy before being placed on the Church Calendar.
- According to Church canons (laws), a minimum of thirty days' notice must be given to the Church prior to the wedding; it is helpful to allow a minimum of six months for planning.
- The Episcopal wedding service is drawn from:  
The Book of Common Prayer (BCP), 1979 edition, pages 422 through 438.  
This may be viewed online at the following website:  
<http://www.bcponline.org/PastoralOffices/marriage.htm>  
OR  
The Marriage Rites adopted at Convention 2015.  
This may be viewed online at the following website:  
<http://www.episcopalchicago.org/our-tools/liturgy-and-music/>
- It is the couple's decision whether or not to have Holy Communion during the marriage ceremony. A short homily will always be given by the priest or someone approved by the priest.
- At least one of the marriage partners must be baptized. If you'd like to arrange for a baptism prior to the wedding, please speak with the priest.
- As of 2014, weddings for same-sex couples are legal in Illinois and can be scheduled at St. Elisabeth's.
- Both partners must understand the sacrament of marriage as taught by The Episcopal Church. In signing the license and making the "Declaration of Consent" (BCP, p. 424), they will agree to enter into the covenant of marriage by making a life-long commitment to each other, forsaking all others.
- If either of the couple has been divorced, permission to marry must be obtained from the Bishop of Chicago. A minimum of six months is necessary to complete this process, called an adjudication or marital judgment.

A Cook County marriage license must be obtained by the couple before the wedding, brought to the wedding rehearsal, and given to the priest.

## Fees

1. **Members of the church** who are givers of record need not pay a fee to the church.

**Children of such members** are not required to pay a fee either. Children of members should check with their parents to make sure their parents are indeed “givers of record.”

**Non-members** are asked to make a contribution to the church in the range of \$1,000 to \$2,000. Checks are made payable to St. Elisabeth’s Church.

In cases of hardship, please speak with the priest.

2. The clergy member preparing the couple and officiating at the wedding does not charge a fee, but most couples give the priest an honorarium in the range of \$150 to \$300 for his or her time. Checks should be made payable in the priest’s name.
3. To discuss using the church building or yard for the reception, please speak with the Director of Administration. Building use fee agreements can be discussed at that time.
4. Depending on the date and time of the wedding, a fee of \$100 to cover extra custodian fees may be required. Please discuss this with the priest.
5. The scheduled fee for our parish musician is \$250 for the ceremony, and an additional \$50 per rehearsal.

## The Clergy and Staff of St. Elisabeth’s

The Rev. Daphne C. Cody, *Rector*  
The Rev. Larry W. Handwerk, *Assisting*  
Dillon Shipman, *Director of Music*  
Leslie Davey, *Director of Children’s Education*  
Pam Green, *Director of Administration*