

ST. ANDREW'S-BY-THE-SEA

Wedding Guidelines

1. THE RECTOR

Schedules the event with participants or family. All marriages at St. Andrew's are conducted by the Rector, unless special arrangements are made with his permission. The service shall conform to the Book of Common Prayer, the canons of the Episcopal Church, and the Diocese of Rhode Island. The Rector notifies the Altar Guild Chair, and together they arrange for setting up the church.

There are no fees for the clergy, but a donation in the range of \$200-250 to the Rector's Discretionary Fund is appropriate.

2. MUSIC

Wedding participants or their families should arrange for a consultation with the organist as soon as the wedding date has been confirmed with the Rector. All music to be played must be approved by the Rector and the organist. Our organist, Mrs. Karin Larsen, may be reached by calling: (860)798-2410. Mrs. Larsen shall be given the first opportunity to play for weddings. If she is available, but not asked to play, she is entitled to compensation of \$200.00.

If Mrs. Larsen is not available, alternative arrangements may be made in consultation with her and the Rector.

3. MARRIAGE LICENSE

If either party is a RI resident, the license must be obtained at their local town clerk's office. If both parties are from out of state, the license must be obtained here in Little Compton at the Town Hall. The fee is \$24.00 and hours are weekdays 8:00 to 3:00. Two forms of proof of age and identity are required (valid driver's license, and a valid passport or birth certificate). If either party is divorced or widowed, a certified (and embossed) copy of the final decree or death certificate is also required.

4. REHEARSAL

The wedding rehearsal is to be scheduled at a mutually acceptable time for the clergy and participants. The rehearsal normally takes 45 minutes to an hour. Don't forget to bring your MARRIAGE LICENSE to the rehearsal.

5. DECORATING THE CHURCH

It is understood that one of the flower arrangements used in the sanctuary area is to be given to St. Andrew's as an offering for use in the Sunday services, and following that, for distribution to the sick and shut-ins. Usually only one bouquet is used in the sanctuary on the stand provided, but the two half-round tables may also be used. Flower arrangements should be worked out with the florist and Altar Guild. No flowers or vases are permitted on the organ console or on the altar at anytime.

Altar candles are provided. Candelabras are a fire hazard, and are prohibited.

No rice, confetti, or any other substance may be thrown on church property, indoors or outside.

6. PHOTOGRAPHY

Flash photography is prohibited during the service. Photographs may be taken before and after the service; during a service all photographers and their equipment must be unobtrusive. There must be no moving about that would be distracting, and no photographers are permitted in the aisles. There is a designated space on the north wall of the sanctuary from which photographs may be taken, and photographs may be posed following the service. A video camera (without lights) may be set up in the balcony.

7. DAY OF THE WEDDING

The groom and best man should arrive no later than 15 or 20 minutes before the service; ushers at least 45 minutes before. The groom and best man may wait in the Rector's office, off the sanctuary. The bride may use the Parish Hall. Organ music before the wedding generally lasts 15-20 minutes, and cannot be played indefinitely while waiting for members of the wedding party.

8. FEES

The following are due 15 days prior to the wedding:

ORGANIST: Karin Larsen \$200.00.

This includes initial consultation and wedding. There will be an additional fee for attending the rehearsal or working with a soloist.

USE OF THE CHURCH: there is no charge for use of the church by its members. A contribution of \$500.00 is asked for its use by those who are not members, or children or grandchildren of members. Parties using the church are responsible for any damage occurring during such use.

