

Policies and Procedures for Marriage in The Falls Church Anglican

REQUIREMENTS FOR MARRIAGE AT THE FALLS CHURCH ANGLICAN

1) PERSONAL FAITH IN CHRIST

At The Falls Church Anglican, it is required that each member of the couple play their full part in the life of the church and its witness. In order to do this, we expect all persons seeking the blessing of the church on their marriage to have committed their lives to Jesus Christ. We understand this commitment to be:

- To follow the example of Christ in home and daily life, and bear personal witness to him.
- To be regular in private prayer day by day.
- To faithfully read the Bible.
- To faithfully attend this local church and engage in the life of the church.
- Give personal service to the church, neighbors and community.

2) REGARDING CO-HABITATION/SEXUAL ACTIVITY PRIOR TO MARRIAGE

The Falls Church Anglican upholds a biblical standard of sexual purity outside as well as inside the bonds of marriage. Being sexually active and/or cohabiting during engagement is considered inappropriate, irresponsible, and, we hold, unbiblical. If you are currently cohabiting, and/or sexually active and you desire to be married in The Falls Church Anglican, a staff member is ready to meet with you and help you recommit to a celibate relationship, and if necessary, help you adjust your living situation to best prepare you and your fiancé for marriage. Couples have, in the past, been asked to move out from the home or apartment in which they are sharing with their fiancé.

If at any point during the marriage mentoring process a couple fails to satisfy this policy, they will be asked to postpone their wedding until such time as they are able to live separately for a minimum of three months prior to the celebration of their wedding. Pastoral care staff and clergy are ready to help couples meet this requirement.

3) CLERGY APPROVALS

Each couple married in The Falls Church Anglican has met with, and received the endorsement of our clergy team.

4) COMPLETION OF THE MARRIAGE PREPARATION PROGRAM AT THE FALLS CHURCH ANGLICAN

5) CHURCH MEMBERSHIP

Either the bride or the groom must be a member, the child of a member, or in the process of becoming a member of The Falls Church Anglican.

6) TIME REQUIRED

After your wedding has been approved in the initial clergy meeting, The Falls Church Anglican requires six to eight months between initial approval and wedding ceremony. Once approved at the first clergy meeting, the wedding date will be placed on the church calendar.

7) OBTAIN A MARRIAGE LICENSE IN THE STATE OF VIRGINIA

To obtain a license to be married in Virginia, the couple must go to the courthouse of the county of which one member of the couple is a resident. There is a fee and it must be paid in cash. Both members of the couple must be at least 18 years old and have appropriate verification of age.

- No blood tests or witnesses are required.
- The license is good for 60 days and valid immediately.
- No proof of divorce or widowhood is required.
- Out-of-state applicants can go to any courthouse in Virginia.

The Pre-Marriage Mentoring Program at The Falls Church Anglican

Premarital mentoring is required prior to marriage at The Falls Church Anglican. Mentoring helps prepare you for your lifelong commitment to each other before God. The engaged couple discuss the foundations of a Christian marriage. This mentoring process must be completed no less than 60 days prior to the couple's anticipated wedding date. Therefore, please make plans to begin your mentoring as early as possible.

MARRIAGE PREPARATION AT THE FALLS CHURCH ANGLICAN INCLUDES:

- Three (3) sessions with a clergy person prior to the wedding and one (1) session six (6) months after the ceremony.
- Completion of the PREPARE/ENRICH Inventory and follow up consultation regarding these results.
 - The PREPARE/ENRICH Inventory helps an engaged couple be perceptive about any differing expectations that they may be bringing into their marriage. It will help pinpoint areas that require growth, as well as accent the strengths of your relationship. The inventory is administered by trained individuals.
- Assignment to a Mentoring couple
- Five – Six (5-6) months of mentoring

The Marriage Process and Logistical Information

TIMELINE

8-12 Months prior to wedding date:

1. Couple Reads and Signs Procedure Summary.
2. Initial Meeting with Clergy.
 - a. Intake Interview.
 - b. Signing of Declaration.
 - c. Intake Clergy makes recommendation regarding the wedding.
 - d. Upon reception of clergy approval, wedding date is chosen and added to the church calendar.
3. Logistical details 8-12 months prior to wedding date.
 - a. If necessary, reserve lower narthex for the rehearsal dinner or reception with Wedding Coordinator.
 - b. Call Wedding Team Director before signing any vendor contracts, and must have photographer approval before signing photography contract.
4. Initial Meeting with Marriage Preparation Coordinator(s).
 - a. The PREPARE/ENRICH Inventory.
 - b. Assignment of Marriage Mentors.
5. Clergy Session 2.
6. Successful Completion of Mentoring Process.
 - a. This mentoring process must be completed no later than 60 days prior to the anticipated wedding date.

3 Months prior to wedding date:

7. Clergy Session 3; Final approvals by Clergy, Mentors, Marriage Preparation Coordinators.
8. Meeting with Wedding Team Director.
9. Meeting with Floral Team Lead.

2 Months prior to wedding date:

10. Meeting with Organist. Organist Fee due at this time.
11. Finalize wedding program.

1 Month prior to wedding date:

12. Meet with Wedding Team Director regarding final decisions.
13. Fee for pew bows and candles due.

3 Weeks prior to wedding date:

14. Meet with Officiating Clergy.
15. Officiating Clergy approves wedding program.

2 Weeks prior to wedding date:

16. Marriage License is brought to the church office.

The Week of the Wedding:

17. Confirm contracted services and times of arrival (flowers, photographer, etc.)
18. Communicate changes to the Wedding Team Director.

THE WEDDING TEAM

The wedding team is a volunteer ministry. A member of the Falls Church Anglican Wedding Team will be assigned to help you plan the logistics of your ceremony and will be present for the rehearsal and wedding day to assist clergy and facilitate your preferences. While you may be hiring a wedding coordinator to assist with planning and executing other parts of the wedding day, please make sure they understand that their services do not include the ceremony itself.

Typically, your assigned wedding coordinator will contact you three (3) months before your wedding date, and will be available throughout your wedding planning to answer your questions and concerns. The wedding team member will assist you in completing the Wedding Planner documents to address your ceremony preferences. They are aware of and understand all aspects of a wedding Liturgy and the Rites that are involved within it.

CEREMONY GUIDELINES

The priest is in charge of the wedding and the wedding rehearsal and makes the final decisions in consultation with the couple. Clergy from The Falls Church Anglican always preside at weddings at The Falls Church Anglican. With approval from the Rector, clergy from outside our parish are welcome to assist.

All aspects of the wedding are to conform to the Book of Common Prayer and its rubrics. A short homily will be given.

Our traditions do not include the use of a “unity” candle.

HOLY COMMUNION

Holy Communion is not part of the wedding services at The Falls Church Anglican, but may be administered after the wedding rehearsal to the entire wedding party. If desired, please speak with the officiating clergy and the Altar Guild 45 days in advance to arrange this.

MUSIC

The resident church organist will play for all weddings. If that person is unavailable, he/she will provide a substitute. Please see related section in this document for these costs.

The Falls Church Anglican has clear requirements regarding the selection of wedding music and musicians. Music should be appropriate to the solemnity of the service.

We ask that you do the following:

1. Contact the primary organist immediately to reserve your wedding date.
2. Coordinate with the organist on your music selections.
3. Have your wedding music approved by the organist and by the clergy assigned to your wedding at least one month prior to the wedding.
4. Tell your assigned Wedding Team Director which organist will be playing for your wedding.

SOUND SYSTEM

The ceremony is to take place in the Sanctuary and use of the sound system is required. Please contact the Audio/Visual staff member two (2) months before the wedding.

FLOWERS AND DECORATIONS

A member of the flower ministry will order and make the arrangements for the altar. The flower ministry will work with the couple to determine design and colors. If there is more than one wedding scheduled on the same day, then white floral arrangements will be ordered. There is a charge for altar flowers. The cost depends on the types of flowers ordered. You will be billed directly by the florist after the wedding.

The flowers used for weddings at The Falls Church Anglican will consist of two arrangements behind the Holy Table. With the approval of the flower ministry, simple decorations are permitted outside the church doors. These decorations are the full responsibility of the couple and must be removed immediately after the ceremony.

Pew bows and additional candles may be requested. Your wedding team member can review these options with you and assure that they are in place on the day of the wedding. There is a fee for these items.

Personal flowers (bouquets, boutonnieres, guest book arrangements) are the responsibility of the bride and groom. A flower ministry representative may be able to suggest a florist. Consult your wedding team member before giving directions to the florist on where and when to deliver the flowers.

No nails, tacks, screws, or tape (including florist's tape) may be used on the walls, pews, or furniture. Care should be taken to prevent scratching or marring of walls, pews, and furniture.

All flowers and decorations must be in clean, rust-free, leak-proof containers. Flowers may not be placed on the organ or piano.

Rice, confetti, bird seed, balloons, and Silly String are not allowed inside or outside the building. As the couple departs, only bubbles may be used to send them off.

ATTIRE

You may decide how formal or informal you wish your wedding to be. Tuxedos are not required for the gentleman. Women in the wedding party should be tastefully attired and low-cut gowns or midriff styles should be avoided.

ATTENDANTS

Please consult your officiating clergyperson regarding an appropriate number of attendants.

PHOTOGRAPHER AND VIDEOGRAPHERS

Professional photographers and videographers must be approved by the Wedding Team Director before a contract is written.

All professional photographers and videographers must remain in the back of the church during the ceremony but several photos can be taken from the north and south transepts. Further photography guidelines will be given to the couple by the wedding team coordinator. Photography during the service is limited. The wedding team member will review the guidelines with the photographer/ videographer prior to the ceremony.

It is preferred that photographers attend the rehearsal if it is their first time in the church.

Pictures may be taken freely after the ceremony in the church for up to 30 minutes. Pictures may also be taken up to one hour prior to the ceremony in the church.

Please inform guests that NO pictures or videotaping is permitted during the service except by the photographer and videographer. It is helpful to print this restriction in your wedding program if you decide to have one.

The lower narthex of the church and Ministry Center at 6565 may be used for rehearsal dinners or wedding receptions. Wedding team members do not assist with dinners or receptions.

OTHER CHURCH POLICIES

No more than two weddings may occur on any given day.

Weddings at The Falls Church Anglican are held on Saturdays between 11am and 5pm only.

Rehearsals are scheduled for the day before the wedding, Friday at 5pm. If two weddings are scheduled for the same weekend, the couple that scheduled their wedding first will rehearse at 6pm and the second wedding will rehearse at 4pm.

Allow 90 minutes to two hours for the rehearsal.

Alcoholic beverages are prohibited in all church buildings and property. Smoking is not permitted in church buildings or parking lots. Guests are requested not to smoke in the church or church building's parking lots.

A room off the lower narthex will be reserved for the bride and her attendants. This room may be used for changing before the wedding and will be locked during the ceremony. A wedding guest, outside the wedding party, must be assigned to tidy the room at the end of the wedding.

If needed, a room for the groom and his attendants can be assigned. This room may be used for changing before the wedding, and will be locked during the ceremony. A wedding guest, outside the wedding party, must be assigned to tidy the room at the end of the wedding.

Guest books at the church are not recommended, but are permitted. We have found that the guest book must be closed 15 minutes prior to the ceremony in order that everyone is seated in a timely manner. Therefore, many guests do not have a chance to sign it. For those wishing to use one, it is suggested that a guest book be placed at the reception site instead. Please assign a guest book attendant to collect the guest book 15 minutes before the ceremony.

REHEARSAL DINNER

Rehearsal dinner plans must be coordinated through and approved by the Wedding Coordinator and the Wedding Team Director. Rehearsal dinner in the lower narthex can seat 160 people with 20 round tables at 8 people per table. Maximum seating would be 200 people with 25 round tables at 8 people per table. No smoking is permitted on the premises (building or parking lot). No alcoholic beverages are permitted on the premises (building or parking lot).

THE WEDDING PROGRAM

Use of a wedding program is optional. Suggested scriptures and a sample wedding program are offered below. The style of your wedding program is up to you. Some couples include the words to the songs or hymns, a special thank you letter, or acknowledgement of the bridal party. There is no limit on size of your wedding program. Sample wedding programs are also available for your viewing. Please ask the wedding team member or the Wedding Coordinator to see them.

Programs must be approved three weeks in advance of the wedding by the presiding clergy. It is the responsibility of the bride and groom to create and print their own programs.

Final programs must be brought to the church on the day of the wedding rehearsal. The wedding team will keep them from that point. It is suggested that a decorative container be used to hold the programs. Extra programs will be returned after the ceremony.

COMMON READINGS FOR WEDDING CEREMONIES

Other scriptures may be used. Please consult your presiding clergy.

Genesis 1:26-28; 2:4-9 & 15-24, Song of Solomon 2:10-13; 8:6-7, Tobit 8:5b-8 (Apocrypha), 1 Corinthians 13:1-13, Ephesians 3:14-19; 5:1-2 & 21-33, Colossians 3:12-17, 1 John 4:7-16, Matthew 5:1-10; 5:13-16; 7:21, 24-29, Mark 10:6-9 & 13-16, John 15:9-12, Psalms: 67, 127, & 128.

COSTS

All couples must take the PREPARE/ENRICH Inventory. There is a \$35.00 processing fee per couple. Further details will be provided at the appointment.

There is no charge for the use of the church or for the marriage service.

It is customary for the couple to give a monetary gift to the presiding clergy (\$300-\$500 is usual). This gift may be given in person by the groom or by a designated family member. Checks should be made out to the presiding clergy directly.

There is a charge for the services of the organist. The check should be made payable to the resident organist (or their designated substitute organist). The payment should be made at the first meeting with the organist. Additional fees may be required for soloists and other musicians.

There is a charge for altar flowers. The cost depends on the type of flowers ordered. You will be billed directly by the florist after the wedding.

There are a few options for pew bows. You are not required to use any. Pew bows are \$5. A check for these items is payable to The Falls Church Anglican Altar Guild and is due at the first meeting with your wedding team member.

There is a \$250 fee for the sound system in the sanctuary. This check is to be made payable to the Audio/Visual staff member (or his/her designee) and is due when the sanctuary is booked.

COST SUMMARY:

PREPARE/ENRICH Inventory	\$35
Church/Wedding Team	\$0
Clergy (<i>Customary</i>)	\$300-\$500 (paid directly to Clergy member)
Organist	\$300 (paid directly to Organist)
Other musicians (<i>optional</i>)	Costs will vary, consult Organist
Sound	\$250 (paid directly to Sound Technician)
Altar Flowers	Costs will vary, consult Flower Ministry
Custodian	\$250 (paid to Custodian)
Pew Bows (<i>optional</i>)	\$5
Reception (<i>optional</i>)	Costs vary

SAMPLE WEDDING PROGRAM

Holy Matrimony

Please maintain reverent silence before the service.

Prelude (name of piece and composer/arranger)
Consult with the organist for appropriate selection

Procession (Name of piece and composer/arranger)
Consult with the organist for appropriate selection

Address and Charge (The name of the Officiant)
Declaration of Consent

The Ministry of the Word

Scripture Reading (list reading) (Name of the reader)

Hymn or Solo (Name of soloist)
(title, composer/arranger or hymnal page number)
Consult with the organist for appropriate selection

Scripture Reading (list reading) (Name of the reader)

Hymn or Solo (Name of soloist)
(title, composer/arranger or hymnal page number)
Consult with the organist for appropriate selection

Homily

The Marriage

Marriage Vows and Giving of Rings

Pronouncement

The Lord's Prayer (may be sung by a soloist or spoken)

Marriage Prayers (may be read by clergy or friends/family)

Blessings of the Marriage

Recession (title, composer/arranger)
Consult with the organist for appropriate selection

No pictures are to be taken during the service.

CONTACT INFORMATION:

Church Office	571-282-0100
Worship and Music Admin.	571-282-6222
Wedding Coordinator (<i>Scheduling meetings with clergy, questions about paperwork</i>) Mary Allen	
Lynn Nelson, Wedding Team Director	571-282-0710
Kitty Hayes, Flower Ministry	kitty.hayes52@gmail.com
Suzie Harris, Altar Guild	suzie@wdha.com
Simon Dixon, Organist	571-282-6223
Andrew Schooley, Associate Director, Worship	571-282-6224