

**PREPARE FOR A JOYOUS AND BLESSED CELEBRATION!**

**Welcome!**

The Chapel has been and will be a popular and valued place in which to be married. We understand that Holy Matrimony is a spiritual and physical union of two persons, entered into within the community of faith and with the intent that it is lifelong. We wish to help you celebrate your marriage and, therefore, we ask that the couple review the guidelines, which follow.

Before the wedding:

- ❖ One of you, at least, must be a baptized Christian.
- ❖ Pre-marital counseling is required for the couple. They will be responsible for calling to set up appointments with the priest, and complete required counseling at least forty-five days (45) before the wedding.
- ❖ Generally, at least ninety (90) days notice is required for a wedding. More time is necessary if one or both parties are divorced.
- ❖ The Chapel Clergy are regularly the officiating ministers at all weddings. Services are always in accordance with the liturgy of the Episcopal Church.
- ❖ The Chapel must approve all wedding music at least four weeks prior to the service. All music is understood as that authorized by this Church and is taken from Holy Scripture, from the Book of Common Prayer, or from texts congruent with them.
- ❖ The couple is responsible for obtaining the marriage license and ensuring that it is in the Parish Office at least one week prior to the wedding.

**Wedding Fees**

• **Booking Fee.....\$75.00**

Date and time are set upon receipt of this fee.

This fee is non-refundable and separate from all other fees.

All other fees are to be paid at least one month in advance of the wedding:

• **Chapel Fee .....\$2,750.00**

*Payable to: St. Columba's Chapel*

• **Organist.....\$275.00**

*Payable to: David Fellers*

A contractual agreement exists in which the Chapel organist is to be paid \$150 (called a "bench fee") if his services are not needed. This fee is waived if the ceremony is not held in the Chapel.

• **Altar Guild.....\$50.00**

*Payable to: CASH*

• **Sexton .....\$100.00**

*Payable to: CASH*

*Revised Oct 2015  
(Wedding fees subject to change)*

Rehearsal:

You and your wedding party must attend. Ceremony participants will arrive on time for this important appointment. Rehearsals are customarily scheduled for 5:00 pm on the Friday immediately preceding the wedding.

Photography:

Photography is restricted during the wedding service; for more details contact the Rector. Videography may easily intrude upon the wedding service; for guidance, please contact the Rector.

Flowers:

You and your florist should contact the Wedding Coordinator to discuss placement and nature of floral arrangements. You will provide the pair of floral arrangements that flank the altar cross. The arrangements will remain in the sanctuary.

Miscellaneous:

- Rice, birdseed, or the like are not be thrown either inside the Chapel or on the grounds.
- Aisle runners are not used in the Chapel.
- St. Columba's discourages the use of signs for directions to the Chapel. Please note that it is illegal to post anything on city or town property and also on private property without permission.
- Travel directions are available on our website and in the Parish Office for you and your guests' use. Chapel signs are located on both Indian and Green End Avenues.
- The use of Unity candles is discouraged. Though wonderfully symbolic, it is difficult to perform with elegance.
- Seating capacity in the Chapel is 135.