



Wedding Packet and Contract

Dear future Bride and Groom,

I am delighted you want to get married at St. Paul's Church in Troy.

I would be honored to solemnize your marriage at St. Paul's Church, and the parish would like to do everything we can to accommodate your desire to be married at St. Paul's Church.

May God bless you as you plan your future together,

Fr. Michael Gorchov, Rector

MARRIAGE AT ST. PAUL'S CHURCH

Below are the minimum standards for marriage at St. Paul's Church in Troy, NY.

1. The couple must meet the requirements for marriage in the Episcopal Church. The basic requirements to be married in the Episcopal Church are the following:
 - 1.1. That both parties are able to marry according to the laws of the state and the canons of the diocese.
 - 1.2. That at least one of the persons being married must be a baptized Christian.
 - 1.3. That both parties have been instructed in the meaning of marriage.
 - 1.4. That if one of the persons being married is divorced, permission must be obtained for re-marriage from the Bishop of Albany.
2. The couple must meet with the rector at least four times for marriage preparation. Please allow six months for marriage preparation and a rehearsal. After the first marriage preparation meeting, if the couple and priest agree to continue, a date for the wedding service will be chosen.
3. The bride and groom must provide a valid marriage license to the rector at the wedding rehearsal in order for the wedding to proceed.
4. The rector or his designee (an Episcopal Priest) will preside at the wedding.
5. The order of service will follow the 1979 The Book of Common Prayer.
6. Weddings are not held during Lent, Holy Week, Easter Sunday, Easter Week, Christmas Eve, Christmas Day, and New Year's Eve or Day. Weddings are not held on Sunday except at the 10:00a principal service.

Included in this packet, you will find St. Paul's Church Wedding Policies and Procedures, Wedding Work Order, Wedding Fee Schedule, and Summary and Cancellation Policy. Please review carefully, and return the completed document to the Parish Administrator. All arrangements previously discussed will be held on a tentative basis until the document is signed and returned with the appropriate deposit. Upon receipt of the signed contract and deposit, your wedding date will be confirmed.

Included in the packet is a Photography-Videography Contract. Pleased forward this contract to the person responsible for all photography at the wedding service.



Wedding Packet and Contract

WEDDING POLICIES AND PROCEDURES

1. Please make your wedding reservation request through the Parish Administrator at parishadmin@stpaulstroy.org.
2. No dates should be announced until they are confirmed. Before a date can be confirmed the bride and groom must complete the wedding application and return it to the Parish Administrator along with the deposits.
3. All payments and deposits should be sent via mail, email, or fax to:

St. Paul's Episcopal Church

Phone: 518-273-7351, x. 1

Attention: Administrator

Fax: 518-273-7351

PO Box 868, Troy, NY 12181

Email: parishadmin@stpaulstroy.org

4. The Parish Administrator will contact you when your wedding date is confirmed.
5. After your wedding date is confirmed by the Parish Administrator you should:
 - Schedule, or continue to attend, wedding preparation sessions with the rector.
 - Regularly attend Sunday worship services at St. Paul's Church. If this is not possible you must arrange alternative regular worship services acceptable to the rector.

THE MUSIC

1. Music used in the wedding service should be Christian music appropriate for Anglican worship and in keeping with Christian teaching.
2. Contractually, the Organist and Choirmaster of St. Paul's Church plays the organ at weddings in St. Paul's Church. If the Organist and Choirmaster is unavailable for the date of the wedding, another organist will be chosen by the Organist and Choirmaster to play at the wedding. If the Organist and Choirmaster is available to play the organ on the day of the wedding, but the bride and groom prefer to have a different organist, the Organist and Choirmaster's regular fee must be paid in addition to the substitute organist's fee, and the substitute organist must be approved by the Organist and Choirmaster of St. Paul's Church. The Organist and Choirmaster must approve additional musicians. The bride and groom are responsible for paying the fees of additional musicians.
3. All wedding music, prepared in consultation with the Organist and Choirmaster, must be submitted to the rector no later than two (2) weeks before the wedding for final approval.
4. Securing the Organist for the wedding is the responsibility of the bride and groom, and all fees must be paid a month in advance of the wedding.



Wedding Packet and Contract

THE WEDDING SERVICE BULLETIN

1. The wedding service bulletin contains the Order of Service for the wedding.
2. The service bulletin may be printed by St. Paul's Church in Troy or by an outside vendor.
3. There is a standard fee of \$100.00 to design the service bulletin. The cost of printing and any additional layout charges will be billed to the bride and groom and are due two weeks prior to the wedding.
4. The rector must approve the final bulletin at least one week prior to the wedding.

Please note: Bulletins that vary in substance from the approved version, at the sole discretion of the rector, will not be distributed at the wedding service.

PHOTOGRAPHERS & VIDEOGRAPHERS

1. In this document "photographer" applies to both still pictures and video.
2. One person must be designated the "Wedding Photographer" who will sign the attached agreement to abide by the church policies concerning wedding service photography.
3. The Wedding Photographer will be responsible for the conduct of all photographers (both still photography and video) paid to take pictures of the wedding service.
4. The Wedding Photographer must confer with the rector before taking any pictures.
5. Photographers may not position themselves on equipment or furniture, nor are they allowed to stand on pews or chairs to take pictures. We strongly encourage you to take posed pictures before and after the service.
6. Pictures of the seating of the wedding party and the bridal procession, may be taken from the center aisle, but after that time photographers must return to the side aisles during the remainder of the wedding service.

FLOWERS & DECORATIONS IN THE CHURCH

1. Florists must have their decorating plans approved by the rector.
2. The following decorating policy must be followed:
 - 2.1. The time for decorating the church is limited to one and half hours (1 1/2 hours) before the wedding.
 - 2.2. Decorations must not be attached to the pews, walls, carpeting, or other furniture by pinning, nailing, gluing, or tacking.
 - 2.3. A unity candle on a table near the pulpit is the only additional candle permitted at a wedding.



Wedding Packet and Contract

- 2.4. The use of flowers and/or greenery requires that surfaces be protected from water damage.
- 2.5. Flowers and candles may not be placed on any musical instruments.
- 2.6. A "Flower Girl" or anyone else may not drop confetti, rice, birdseed, and similar items on the floor. A "Flower Girl" may drop flower petals only if the bride and groom provide for clean up after the wedding service.
- 2.7. The bride and groom must provide for the removal of all decorations immediately after photographs are taken following the wedding service.

THE WEDDING REHEARSAL

1. The rehearsal is under the direction of the rector and shall begin promptly at the agreed time.
2. The building will be opened 20 minutes prior to the rehearsal. The bride and groom should insist that all members of the wedding party be present and on time for this event. The wedding party includes the bride, groom, parents, attendants, flower girl, ring bearer, and ushers. Attendance of musicians is optional.
3. If additional rehearsal time for musicians is required, it should be arranged through the Organist and Choirmaster, and is subject to additional fees set by the Organist and Choirmaster.

PROHIBITIONS

1. NO ALCOHOLIC BEVERAGES or containers are permitted on church property.
Discovery of such is grounds for immediate termination of all wedding activities.
2. No member of the wedding party under the influence of alcohol and/or drugs will be permitted to participate in the rehearsal or wedding service.
3. NO SMOKING is allowed anywhere in the building.
4. Rice, confetti, birdseed, and like materials may not be thrown on church property.



Wedding Packet and Contract

BRIDE & GROOM INFORMATION

NAME OF GROOM

Date of Birth

Address

Phone/ Email

Place of Birth – City

State

Occupation

Any Previous Marriage?

YES

NO

Baptized:

In What Church?

Confirmed:

In What Church?

Communicant:

In What Church?

Father's Name

Mother's Name

NAME OF BRIDE

Date of Birth

Address

Phone/ Email

Place of Birth – City

State

Occupation

Any Previous Marriage?

YES

NO

Baptized:

In What Church?

Confirmed:

In What Church?

Communicant:

In What Church?

Father's Name

Mother's Name

Permanent Address after Marriage



Wedding Packet and Contract

WEDDING INFORMATION

**REQUESTED
WEDDING DATE**

REQUESTED TIME

Please list vendors and contractors who will be associated with this event, and specify those persons who will need access in or on the property of St. Paul's Church in Troy.

1. The provisions of the Wedding Contract are binding and will not vary except by a written statement executed by all parties.
2. The rector of St. Paul's Church in Troy reserves the right to cancel any and all activities, events, and functions before or during the service that in his sole discretion are contrary to the canons and norms of the Church.
3. The Church is not responsible for any personal property of the guests, vendors, florists, caterers, or any contractors.
4. The Church is not responsible for physical or personal liability should injury occur in or on the property of St. Paul's Church in Troy.
5. I have read and understand the policies provided by St. Paul's Church in Troy and agree to the policies and provisions contained herein. I acknowledge I am responsible for informing my guests, vendors, and contractors of the above policies, procedures, provisions, and requirements of the church.

Bride's Signature

Date

Groom's Signature

Date



Wedding Packet and Contract

PAYMENT OF FEES/DEPOSIT

1. A deposit is necessary to reserve the wedding date on the church calendar.
2. The deposit is due at the time of the signed contract application.
3. No date will be considered confirmed until the deposit is received.
4. All other fees are due 30 days prior to the wedding.

The deposit amount due with the WEDDING WORK ORDER is \$650.00 (sanctuary deposit of \$500.00 plus security deposit of \$150.00).

The remaining fees to be paid 30 days prior to the wedding are \$1025.00 plus additional printing costs (billed separately). Please make separate checks out to the church, organist, custodian, etc.. The refund of the security deposit of \$150.00 for non-damage of church property and honoring time schedule will be mailed to the bride and groom after the wedding.

WEDDING FEE SCHEDULE

1. **Sanctuary Fee is \$1000.00.** (Sanctuary Fee checks should be made out to “St. Paul’s Church in Troy,” MEMO - sanctuary)
 - There is no sanctuary fee for members of St. Paul’s Church in Troy. A member is defined as a regular attendant at parish worship and a regular contributor to its support for at least twelve months. Those who intend to become members of the church during their wedding preparation period must pay the sanctuary fee, but will have the obligation of the first three months of regular contributions waived.
2. **Refundable deposit for non-damage of church property and honoring time schedule is \$150.00.** (Security Deposit check should be made out to “St. Paul’s Church in Troy,” MEMO line: security deposit)
3. **Organist Fee: \$300.00**
4. **Service Bulletin fee: \$100.00** (check made out to “St. Paul’s Church in Troy,” MEMO line: bulletin)
5. **Altar Guild Fee: \$50.00** (check made out to “St. Paul’s Church in Troy,” MEMO line: altar guild)
6. **Custodial Fee: \$75.00** (check made out to “Lawrence Ryan”)
7. **Officiant honorarium:** Discretionary, but \$200-\$500 is typical.

SUMMARY AND CANCELLATION POLICY

1. One-half of paid deposit (\$325.00) will be refunded if the wedding is canceled with more than thirty (30) days notice. If wedding is cancelled with less than thirty (30) days notice \$150.00 will be refunded.
2. The deposit must be paid in FULL to confirm wedding date.



Wedding Packet and Contract

3. Final payment must be received no later than thirty (30) days before the wedding.
4. The bride and groom are required to have wedding preparation sessions with the rector and attend regular Sunday worship services.
5. The bride and groom must provide a valid marriage license to the rector at the wedding rehearsal in order for the wedding to proceed.
6. All wedding music, prepared in consultation with the Organist and Choirmaster, must be submitted to the rector no later than two (2) weeks before the wedding for final approval. Securing the organist for the wedding is the sole responsibility of the bride and groom.
7. The Wedding Photographer must confer with the rector before taking any pictures.
8. Florists must have their decorating plans approved by the rector.
9. All wedding decorations must be removed following the wedding.
10. Agreed rehearsals and wedding times must be honored.
11. St. Paul's Church in Troy insists on strict compliance with the following rules:
 - 11.1. NO ALCOHOLIC BEVERAGES or containers on church property.
 - 11.2. NO member of the wedding party under the influence of alcohol and/or drugs will be permitted to participate in the rehearsal or wedding.
 - 11.3. NO SMOKING is allowed anywhere on church property.
 - 11.4. NO rice, confetti, birdseed, and like materials may be thrown on church property.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

-----Office Use-----

Approved by Administrator: _____

Signature _____ Date _____

Approved by Rector : _____

Signature _____ Date _____

WEDDING DATE _____ **TIME** _____

Holy Communion? _____

Organist? _____ **Choir?** _____

Rehearsal _____ **Flowers?** _____

Names of Witnesses **1.** _____ **2.** _____



Wedding Packet and Contract

PHOTOGRAPHER/VIDEOGRAPHER CONTRACT

The Celebration and Blessing of a Marriage at St. Paul's is a sacred rite of the Church. In order to honor the solemnity of the occasion the following guidelines shall be observed by photographers during a wedding service:

1. One person must be designated the "Wedding Photographer" who will sign this agreement to abide by the church policies concerning wedding service photography.
 - 1.1. In this document "photographer" applies to both still pictures and video.
 - 1.2. The Wedding Photographer will be responsible for the conduct of all photographers paid by the bride and groom to take pictures of the wedding service.
 - 1.3. Photographers may not position themselves on equipment or furniture, nor are they allowed to stand on pews or chairs to take pictures. We strongly encourage you to take posed pictures before and after the service. "Close up" photography, such as the exchange of rings, can be reenacted after the service.
 - 1.4. Pictures of the seating of the wedding party and the bridal procession, may be taken from the center aisle, but after that time photographers must return to the side aisles during the remainder of the wedding service.
 - 1.5. Flash photography may be used, but as discreetly as possible.
 - 1.6. St. Paul's Church in Troy insists on strict compliance with the following rules:
 - 1.6.1. NO ALCOHOLIC BEVERAGES or containers on church property.
 - 1.6.2. NO member of the wedding party under the influence of alcohol and/or drugs will be permitted to participate in the rehearsal or wedding.
 - 1.6.3. NO SMOKING is allowed anywhere on church property.
 - 1.6.4. NO rice, confetti, birdseed, and like materials may be thrown on church property.

Please complete below, sign and mail, fax, or email to us at:

St. Paul's Episcopal Church, 58 Third Street, Troy, NY 12180 | Fax: 518-273-7351 | parishadmin@stpaulstroy.org

The Wedding Photographer stipulates that he/she has read the Photographer/Videographer Contract of St. Paul's Church and agrees to abide by these conditions. The Wedding Photographer understands that he/she will be held responsible for damage to the buildings, equipment and furnishings that result from his/her failure to abide by these policies and contract.

Name of Bride & Groom	_____	Wedding Date	_____
Wedding Photographer	_____		
Signature	_____	Date	_____
Contact Info	_____		