



Preparing for Marriage
at St. Andrew's Episcopal Church

Saint Andrew's Episcopal Church

306 North Division Street

Ann Arbor, MI 48104

(734) 663-0518 | standrewsaa.org

*After reviewing, please
contact **Kathy McPherson**
kmcpherson@standrewsaa.org,
(734) 663-0518 ext. 200*

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Marriage at St. Andrew's

Christian Life and Human Relationships

All Christians are called to bear witness to the good news of God's love and grace in Jesus Christ, through the power of the Holy Spirit. We are empowered for such witness by our lifelong relationship with God.

Our life with God is expressed in relationships of commitment and faithfulness, which includes heterosexual as well as same-sex couples. It is the Church's joy to celebrate these relationships as signs of God's love, to pray for God's grace to support couples in their life together, and to join with these couples in our shared witness to the gospel in the world.

Of the couple to be married, at least *one must be a baptized Christian*.

Preparation for Your Ceremony

Marriage preparation involves two or more sessions with the clergy person who is to officiate at the ceremony. The couple normally will be expected to complete a computerized "couple's survey," designed to assist them in focusing objectively on strength and growth areas of the relationship which will enable them to progress in a positive direction. The couple will be responsible for the

cost of the survey (\$30). You may learn more about this survey at www.prepare-enrich.com. The clergy conducting the preparation will register the couple to take the survey.

Generally, there are three aspects to the preparation sessions:

- 1) an opportunity for the clergy to become acquainted with the couple and their relationship;
- 2) an opportunity for the couple to reflect on what each brings to the marriage in light of the Church's understanding of human relationships; and
- 3) planning the ceremony itself.

The clergy person may advise the couple to seek additional counseling with a therapist to help establish a sound relationship. On rare occasions, such counseling may be made a condition of being married at St. Andrew's.

The date of the ceremony cannot be confirmed until consultation has been held with one of the clergy. The Episcopal Church requires *thirty days notice* before weddings. Under certain circumstances, the church permits the marriage of persons whose previous relationship has been terminated by annulment or divorce. Such marriages require the priest to consult with the Bishop of the diocese and to obtain the Bishop's consent. This consultation will require additional time beyond the usual thirty-day notification period.

Visiting Clergy

Clergy not on staff at St. Andrew's are welcome to take part in your ceremony. Generally, they would be invited to preach or lead the prayers. This should be discussed with the St. Andrew's clergy officiating at your ceremony who will determine the exact role the visiting clergy will take. If there is an honorarium for, or expenses incurred by visiting clergy, those should be arranged between the couple and the visiting clergy. In certain cases, the permission of the Bishop of the Diocese of Michigan is required for visiting clergy. If such permission is needed, a member of the St. Andrew's clergy can advise you on that procedure.



Facilities and Fees

Our Facilities

Located in downtown Ann Arbor, St. Andrew's Episcopal Church is the second oldest of the Episcopal parishes in Michigan, having established its congregation 1827. The church was first built in 1839 and the current sanctuary dates to 1868, with the most recent renovations to the interior and exterior of the building occurring in 2010. The church seats approximately 500 and our chapel seats a maximum of 50.

Things to consider:

If you are considering a summer ceremony, please note that the **church is not air conditioned**.

Neither smoking nor the consumption of alcoholic beverages is permitted in the buildings at any time.

Fees

Please bring the final payment for ceremony fees and the marriage license to the parish office **no later than the Wednesday prior to the ceremony**. The check is made **payable to St. Andrew's Episcopal Church** and includes the fee for the building attendant, a small amount for the clergy's discretionary fund, and the payment to the organist.

Additional Holiday Fees

There is an **additional fee of \$300** for weddings held on **the weekend of a National Holiday or the week between Christmas and New Year's Day**. This includes: *Presidents Day, MLK, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day*.

Deposits

One-half of the fees are due to the church **within 30 days of reserving a date**.

Fees for Use of the Church

(seats approximately 500 guests)

Pledging Members: \$525
(Holidays: \$525 + \$300 = \$825)

Non-pledging Members: \$775
(Holidays: \$775 + \$300 = \$1075)

Non-members: \$1125
(Holidays: \$1125 + \$300 = \$1425)

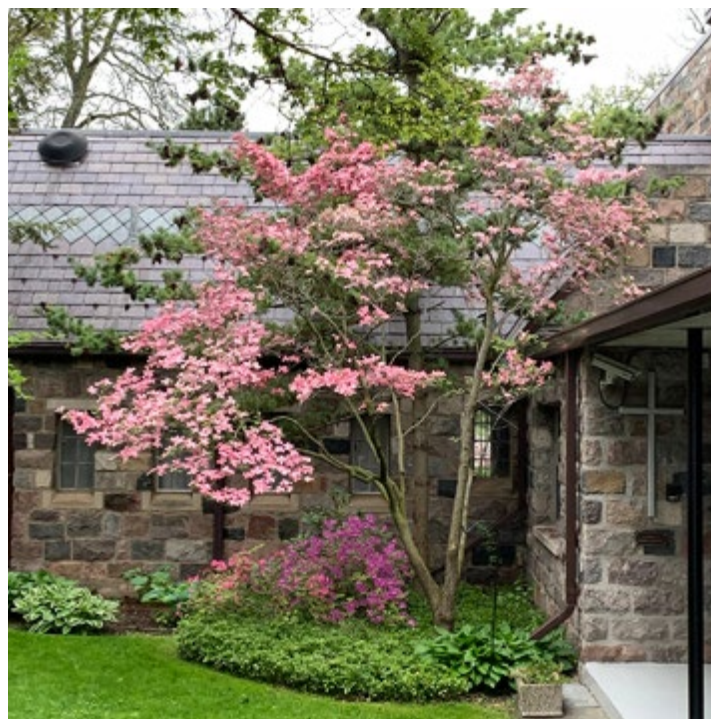
Fees for Use of the Chapel

(maximum of 50 guests)

Pledging Members: \$525
(Holidays: \$525 + \$300 = \$825)

Non-pledging Members: \$600
(Holidays: \$600 + \$300 = \$900)

Non-members: \$725
(Holidays: \$725 + \$300 = \$1025)



Before Your Ceremony

Selecting a Date

The Parish Administrator schedules the date and time of a ceremony. If you are interested in a ceremony at St. Andrew's in the fall, while selecting a prospective date please consult the University of Michigan home football game schedule. **We are unable to schedule events on Saturdays when the University of Michigan is holding a home football game.**

Marriage License

Please bring your marriage license to Kathy McPherson in the parish office **no later than the Wednesday before the wedding** along with the final payment for fees. ***Please note that you must have a Michigan issued marriage license and that out of state residents must have a Washtenaw County issued marriage license.*** More information regarding requirements/how to obtain a license in Washtenaw County can be found at washtenaw.org.

Rehearsal

Ceremony rehearsals are generally held the day before your ceremony and take approximately 30-45 minutes. Please schedule your rehearsal with the St. Andrew's clergy performing your ceremony.

Music

It is the responsibility of the parish's music director, Dr. Deborah Friauff, to provide for music that is appropriate to the liturgical setting. You may contact the parish office for a list of hymns and a list of suggested vocal [solo] music suitable for a wedding. All decisions regarding music and additional musicians or soloists must be made in consultation with the music director early in the preparation process.

Dr. Deborah Friauff:

dfriauff@standrewsaa.org | (734) 663-0518 ext. 205

Parking

Notify your guests in advance that special parking will be arranged in the "No Parking" area on Division between Catherine and Kingsley Streets. The City of Ann Arbor will allow this special parking for 90 minutes. St. Andrew's will request special parking on your behalf for 15 minutes before the ceremony with the remaining 75 minutes for the ceremony and photos. Notify the church office if anyone is ticketed while parked in these areas during the allowed time.

Flowers and Other Decorations

The couple is responsible for flowers and other decorations after consulting with the Parish Administrator. Typically, one arrangement is placed on the floor in front of the altar. Potted plants such as palms and ferns should not be used. If you want to take your floral arrangement with you following your ceremony, you may do so. Or, you may leave your flowers for use at the Sunday services. We urge couples to consider the florist retained by the parish, since they are most familiar with our liturgical space:

Tom Thompson Flowers

tomthompsonflowers.com | (734) 665-4222

Easily removable bows or small flowers may be tied to pew ends to designate seating. Nails, tacks, etc. may not be driven into any woodwork at the church. Usually only the altar candles are used, designating the Eucharist. Due to safety considerations, aisle runners are not permitted.

Please remind your guests that rice, confetti and rose petals are extremely difficult to clean up and therefore are not allowed. Bird and grass seeds are acceptable if tied up in bunches, distributed as people leave the church, and used only outside the buildings. The release of butterflies is not permitted.

The Day of the Ceremony

Arrival, Dressing, etc.

The building attendant will open the buildings one hour before the scheduled time of the ceremony, and will be available to help run final preparations smoothly. There will be an additional fee of \$25/hour assessed for opening early.

Two separate dressing areas are available; we do however strongly suggest that the men arrive dressed!

Photographs

Please remember that your ceremony is a service of worship, not a photo opportunity. The parish requests that professional photographers be limited to one still and/or one video photographer. Flash pictures and video lights are not permitted during the ceremony. Pictures or videos requiring the photographer to be visibly moving around during the service are not permitted. Posed pictures can be taken before and/or after the service. Please restrict indoor sessions to twenty minutes as the building will be locked.

The clergy ask the courtesy of being consulted by photographers before the service. Please notify photographers, friends and family of these requests.

Programs

If a couple wishes to have programs for their ceremony it is their responsibility for preparing and printing them. The clergy will provide an outline of the service, and sample programs can be found at standrewsaa.org/weddings.html. It is requested that the clergy officiating at the ceremony be allowed to see a proof of the program before it is printed.

Receiving Line

Arrange for the receiving line at the place of the reception, rather than at the church. It is inconsiderate to your guests who are left crowded in the aisle, and to the volunteers who have to ready the church for services following yours.



Planning Checklist

- Contact St. Andrew's** to set a date for ceremony

Ceremony Date: _____

Time of Ceremony: _____

- Speak with Clergy**

Rehearsal Date: _____

Time of Rehearsal: _____

- Mail 50% of fees** within 30 days of reserving a date to:

St. Andrew's Episcopal Church

306 N Division St.

Ann Arbor, MI 48104

- Speak with Organist**

- Apply** for a Washtenaw County Marriage License.

If the couple are residents of the State of Michigan, they may apply for a marriage License in the county in which they reside.

*If the couple are **NOT** residents of the State of Michigan, they **must** apply for a marriage License from Washtenaw County.*

- Bring Marriage License to St. Andrew's** no later than the Wednesday before the wedding.

- Pay balance of fees** to St. Andrew's no later than the Wednesday before the wedding.

Notes:

