



ST. MICHAEL AND ALL ANGELS EPISCOPAL CHURCH

6630 Nall Avenue
Mission, KS 66202

913-236-8600
Website: STMAA.com

Dear Potential Bride and/or Groom,

First, congratulations on your upcoming Wedding. The love between two people is referred to in scripture as symbolic of the relationship between Christ and his Church. A wedding is intended as a day of joy and celebration. We want to help you plan one of the most significant and meaningful events in your life. We are providing this document, which is designed to give you information about weddings and receptions in the Episcopal Church at St. Michael's Parish.

According to the Book of Common Prayer, The Celebration and Blessing of a Marriage is a sacrament: an outward and visible sign of an inward and spiritual grace. This celebration is conducted within the confines of worship. We want your wedding to celebrate your love for each other and give glory to the God of love, who is the source of all love.

Please read this document carefully and should you have any questions, please contact us.

WELCOME

We are delighted that you are considering being married in the Christian Church and specifically at Saint Michael and All Angels Episcopal Church. For over 60 years our sacred spaces have been the setting for many splendid weddings. Should you choose Saint Michael as the location for one of the most joyous and sacred days of your life, there are a few items that we would like you to consider.

The first consideration for you, as a couple, is to ask yourselves whether you want a Christian marriage or simply a place in which to be married.

It is vital for couples planning to be married in the church to understand that Christian marriage implies a belief that God, through Jesus Christ, will play an important role in their new relationship and throughout their life together, and the wedding service is the beginning of that remarkable journey. By having your wedding at Saint Michael, we hope that you will experience the deep and wonderful meaning of Christian marriage, which can be lost when the church is reduced to no more than a beautiful setting for a ceremony.

The Rector must approve all weddings to be held at Saint Michael and All Angels Episcopal Church. The Rector is the final authority on any area of concern.

“Who may be married at Saint Michael and All Angels Episcopal Church?”

Any couple, if:

- They are sincerely committed to establishing a Christian marriage
- One of the two parties is baptized
- One of the two parties is presently a member, or whose parents, or grandparents are members of record of Saint Michael and All Angels Episcopal Church, or as a couple you desire to become members at Saint Michael and All Angels Episcopal Church.
- They are willing to conform to the good standards of our wedding policies and complete the pre-marital class series, or its equivalent if currently living outside of the Kansas City area.

Members of the congregation who fulfill these requirements are viewed as members in good standing and are entitled to the use of St. Michael's facilities. In addition, if your parents or grandparents are members in good standing, we will view you as a member in good standing.

All other requests must receive the approval of the Rector.

This approval will be given on a case-by-case basis.

SCHEDULING YOUR WEDDING

- Members in good standing may schedule their wedding up to two years in advance.
- If there has been a divorce for one or both parties intending to be married, permission of the Bishop of the Diocese of Kansas must be obtained. This upholds the Church's pastoral responsibility to ensure that divorced persons fully comprehend the reasons for the

failure of the first marriage. Therefore, a minimum of 3 months is needed between initiating the wedding paperwork and the date of the proposed wedding.

WEDDING CONSULTANT

The use of St. Michael's Wedding Consultant is required. One planning meeting with the Wedding Consultant is required. The Wedding Consultant serves as the Rector's liaison and assistant. The Wedding Consultant, in consultation with the couple, will supervise all decorations, and as the clergy's representative will have final decision on all decorating questions. The Rector is the final authority.

It is the couples' responsibility to contact the Wedding Consultant.

Our Wedding Consultant is Ardeith Hopkins (913-648-2363).

WEDDING MUSIC

Music is a significant and important dimension to the wedding ceremony.

The Couple is required to make an appointment with Dr. Ken Walker, St. Michael's Director of Music, (913-236-8600) after scheduling your wedding.

It is the church's policy that the Director of Music is the primary authority for all musical decisions. It is the Director of Music's prerogative to play for all weddings. The Director of Music will supervise any and all other musicians.

The Director of Music will offer suggested music appropriate for a Celebration and Blessing of a Marriage. Certain types and styles of music will be discouraged from being used or suggested as we view the ceremony as a worship service.

If desired, the Director of Music will be glad to assist and secure extra musicians such as trumpets, a harp, or singers. St. Michael's has a working relationship with some of the finest musicians in the city from the St. Michael's Choir, Kansas City Symphony, and the University of Kansas faculty.

Fees for extra musicians are not included in the general wedding fee. Checks for individual musicians should be brought to the church office on the Friday before the date of the rehearsal.

PHOTOGRAPHY/VIDEOGRAPHY

Marriage is a sacred and solemn event and the staff of Saint Michael and All Angels labors very diligently to assure that the two persons being married are prepared for that event and are not in any way distracted from its importance. The following rules must be strictly observed:

1. Flash pictures of any kind ARE NOT ALLOWED during the service. There should be no noise or motion that calls attention to the photographer or detracts from the service. No flash photography may be taken at any time after the bride enters the Church. PLEASE HAVE A FAMILY MEMBER SHARE THIS WITH THE WEDDING GUESTS.
2. No camera of any kind is allowed in the front of the church. The photographer and/or videographer are to remain in one location throughout the service; no moving about during the ceremony
3. The Church or Cloud Chapel and other rooms reserved for the ceremony are available three hours prior to the wedding ceremony.
4. Photos and video of the wedding participants may be taken during this time. However, the bride and her attendants must be in the Library and the groom and his attendants must be in the Office Conference Room 30 minutes prior to the start of the wedding ceremony.
5. No church property may be moved by the photographer/videographer.
6. It is the decision of the officiant whether he or she will wear a microphone, which feeds to the video equipment.
7. The photographer or videographer may stand immediately inside the doors of the Church to film down the aisle. Photos may be taken from the last pew.
8. The choir loft is only available by prior arrangement with the Music Director and Wedding Consultant.
9. For any special filming arrangements, obtain approval of the Rector.
10. It is expected that photographers and videographers will dress in a conservative manner suitable for a church service.

DECORATIONS

When planning your decorations, please use bows with ribbon or elastic loops to attach them to the pews. Your florist may also provide padded pew clips. We ask that tacks, pins, nails, wire, glue or tape of any kind not be used, as these will mar the wooden pews.

The Altar Guild fee noted on the Wedding Fee Schedule page includes two bouquets which are ordered for the church Sunday services. The altar flowers must be left at the church. Flowers may be placed on the four small shelves on the wall behind the altar (you may also choose to use only two of the shelves). The type of flower is determined by our florist, but the

bride may choose the colors. Floral colors must be provided to florist by Thursday prior to the wedding. Nothing is to be placed on or in front of the altar.

Alternately, the bride can purchase her own flowers, which she can keep after the wedding.

You may work with the florist of your choice or you may use the church florist, Designer's Touch (913-526-5383) to design floral arrangements for your wedding. In order for arrangements to be seen, it is recommended that they be at least 36" by 36".

Candles for the altar are provided by the Altar Guild. A member of the church staff will light all liturgical candles prior to your wedding.

The wedding party sets up and removes other candles. Candles may be placed in the windows, but they must be contained to insure no wax will melt onto the windowsill. Nothing is to be hung in the windows.

You may have a flower girl in your wedding, but real flowers and/or real flower petals should not be used. Artificial rose petals may be strewn; but you need to assign someone to pick them up afterwards.

GENERAL INFORMATION

- The rehearsal is conducted by the Officiant (Priest).
- Please complete and return the wedding request form on our website. It must be submitted to the church no later than 60 days prior to the proposed wedding ceremony date
- Bells or bubbles may be used outside the church, however “showering” the bride and groom with flower petals, birdseed, confetti, etc. is not allowed.
- St. Michael’s does not permit the use of aisle runners.
- The nursery is not available during weddings.

BUILDING USE

Afternoon weddings may be scheduled any time up to 3:30 p.m. You must be finished by 5:00 p.m. so that we may hold our 5:30 worship service.

Evening weddings may be scheduled at 7:00 p.m. You must be finished and out of the building by 9:00 p.m. to enable our staff to prepare the nave for Sunday worship services.

You may arrive at the church three hours prior to the time your wedding is scheduled. Decorations may be brought at this time. For security reasons, we ask that nothing be brought to the church the day before the wedding.

WEDDING REHEARSALS

The wedding rehearsal will be held at 5:00 p.m. the evening prior to the wedding unless by prior arrangement.

RECEPTIONS

If planning a reception and/or rehearsal dinner at St. Michael's, the couple should contact the Church Office.

You may have your reception in Spencer Hall, however, the following guidelines apply:

- A refundable damage and cleaning deposit is required if you choose to have your reception in Spencer Hall. If the Parish Office agrees that all of the policies have been followed, the deposit will be returned.
- Your reception must be over and clean up completed by 11:00 p.m. You are responsible for leaving the space as you found it.
- There is a non-refundable fee for the Sexton for the initial setup of tables, security during the reception, and re-arrangement of tables and vacuuming after the reception. This usage fee includes only the one-time set up of tables and chairs in Spencer Hall.
- You are responsible for any changes in furniture arrangement and for the take-down and stacking of any rented tables or chairs. Any such rented tables and chairs must be picked up by the rental/party company on the first possible morning following the reception. Please advise the Parish Office what the pick-up arrangements are.
- Only bottled beer and/or wine may be offered at your reception with the specific approval of the Rector. If permission is so given, the following rules apply:
 - Suitably appropriate and desirable alternative beverages to the alcohol must be offered.
 - The wine or beer must be served at a table that is *staffed at all times*. No alcohol may be left unattended. It is the responsibility of the server to insure that all recipients are of legal age and that no recipient consumes alcohol to the point of intoxication.
 - You are responsible to ensure that all alcoholic containers (bottles, cans, etc.) are picked up and disposed of by you or your caterer in an appropriate recycling container at the end of your reception.
 - Confetti and glitter may not be used as part of your reception decorations due to the difficulty they present in clean up.
- The St. Michael's Gardens and Baker Youth Room are not available for wedding receptions.
- St. Michael's does not provide catering services, tablecloths, flatware, dishware, dishes, glasses, coffee makers, or cooking utensils. The person catering your reception must provide all items needed. The kitchen appliances or appliances in Spencer Hall may not be used. St. Michael's makes no assurances as to availability of space in the refrigerator.
- If an outside caterer is used, the caterer must make arrangements to visit the church two weeks prior to the reception to receive an orientation to the kitchen.

- If glassware, dish ware, serving pieces, DJ equipment, or other furnishings and equipment are rented or supplied from outside the parish, these items must be removed from the parish hall and kitchen prior to Sunday morning services.
- The Church has a portable dance floor that may be rented. The rental fee includes setup and take down. It is required that Church personnel perform the setup and take down of the floor. No outside portable dance floors are permitted. The use of the church dance floor must be scheduled through the parish Office at least three weeks prior to the reception.

REHEARSAL DINNERS

The guidelines for rehearsal dinners are the same as for Receptions.

PRINCIPAL CONTACT NUMBERS

St. Michael and All Angels	913-236-8600
The Reverend David Cox, Ph.D	913-236-8600 ext. 307 or David@stmaa.com
Dr. Ken Walker, Director of Music	913-236-8600 ext. 304 or Ken@stmaa.com
Ardeith Hopkins, Wedding Consultant	913-648-2363

WEDDING FEE SCHEDULE

Rector or Assistant Rector Officiate & Counsel	\$ 500
Music Director, Organist	350
Wedding Consultant 1 meeting, rehearsal, wedding	200
Sexton Set up, arrange furnishings, prepare floors	250
Altar Guild Prepare altar, linens, wine, holy bread	50
Altar Flowers (2 bouquets - to remain at church)	150
Church Building Use	_____
TOTAL:	\$ 1,500
Additional Non-Member Fee	1,000
<u>Optional:</u>	
Wedding Bulletin Set Up Fee Plus Printing @ \$.30/page	\$ 50

RECEPTION FEE SCHEDULE

\$500 refundable damage/cleaning deposit payable when reserving Spencer Hall

Sexton Set up room (3 hours)/Reception Hall use for 3 hours Each additional hour @ \$100/hr rounded up to nearest hour	\$ 250 *
Portable Dance Floor	200

REHEARSAL DINNER FEE SCHEDULE

\$500 refundable damage/cleaning deposit

Sexton Set up room (3 hours))/Reception Hall use for 3 hours Each additional hour @ \$100/hr	\$ 250
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EVENT FEE SCHEDULE

These costs do not include fees for special music/musicians, expenses related to flowers and special candles, or expenses related to wedding brochures. All prices are subject to change.

Fees are paid:

Deposit to reserve the Church is one-half of wedding fee total. This fee is non-refundable. It is due at the time of reservation. The balance of wedding fee total to be paid at least two weeks prior to the wedding rehearsal.

ADDITIONAL CHARGES

WEDDING RECEPTION

- A refundable damage and cleaning deposit, payable at the time of reserving Spencer Hall
- Non-refundable fee for Sexton for initial set-up and security during the reception, payable two weeks prior to the rehearsal
- Fee for the use of the dance floor is non-refundable, payable two weeks prior to the reception. Please give the configuration of the dance floor to the Parish Office three weeks prior to the date of the wedding rehearsal

REHEARSAL DINNER

- A refundable damage and cleaning deposit, payable at the time of reserving Spencer Hall
- Non-refundable fee for Sexton for initial set-up and security during the rehearsal dinner, payable two weeks prior to the date of the rehearsal dinner

These fees include the cost of sexton staff being present for these events. It does not include the use of table linens, dishes, glassware, or silverware. The wedding party is responsible for all clean up of receptions and rehearsal dinners.

Please make your check payable to **St. Michael and All Angels** with the event and date listed on the memo line (i.e. Jones/Smith wedding, date). You may bring it to the church office or mail it to the attention of the **Parish Administrator at St. Michael and All Angels Episcopal Church, 6630 Nall Avenue, Mission, KS 66202.4325**

DATES TO REMEMBER

Weddings may be scheduled up to two years in advance.

- Fill out and submit WEDDING REQUEST FORM (on line) 60 days prior to the requested wedding date
- If either party has been divorced, approval for remarriage must be obtained. Allow three months between Wedding Request Form submission and wedding date.
- Pay non-refundable deposit to reserve Church at time of reservation
- Contact Wedding Consultant immediately after reserving date & paying deposit
- Contact Director of Music two months prior to wedding date
- Order Wedding Programs 2-3 weeks prior to wedding
- Pay balance of wedding fee two weeks prior to wedding rehearsal date
- Pay Reception deposit fee when reserving Spencer Hall
- Pay Sexton's non-refundable reception fee two weeks prior to wedding rehearsal
- Pay Rehearsal Dinner deposit fee when reserving Spencer Hall
- Pay for extra musicians two weeks before the wedding rehearsal
- If specific flower colors are desired, advise florist by the Thursday prior to the wedding