

# Weddings at Restoration

## Policies, Procedures, and Agreement

We are so delighted that you are considering Restoration Anglican for your wedding. Marriage is both an incredible gift and means of grace to draw us into the love of God. The Book of Common Prayer says this of preparation for Holy Matrimony:

*Marriage is a lifelong covenant between a man and a woman, binding both to self-giving love and exclusive fidelity. The rite of Holy Matrimony is a worship service of the Church, in which the couple exchanges vows to uphold this covenant. They do this before God and in the presence of witnesses, who pray that God will bless their life together.*

*The covenantal union of man and woman in marriage signifies the communion between Christ, the heavenly bridegroom, and the Church, his holy bride (Ephesians 5:32). While all do not marry, Holy Matrimony symbolizes the union all Christians share with their Lord.*

*In Holy Matrimony, God establishes and blesses the covenant between husband and wife, and joins them to live together in a communion of love, faithfulness, and peace within the fellowship of Christ and his Church. God enables all married people to grow in love, wisdom, and godliness through a common life patterned on the sacrificial love of Christ.*

—BCP2019, p198

The document that follows is an in-depth look at our policies and procedures for weddings at Restoration. Our expectation is that you will read this document carefully and that you will reach out with any questions that may arise or need clarification. And may God bless you.

In Christ,  
Father Rick Stawarz  
Rector, Restoration Anglican

# **I. Requirements For Scheduling a Wedding at Restoration**

## **A. ACNA's Canonical Requirements**

1. Restoration Anglican Church is bound to submit to the canon law of the province of the Anglican Church in North America (ACNA).
2. Both bride and groom seeking to be married at Restoration Anglican Church must be baptized, believing Christians.

## **B. Membership Requirements**

1. One of the couple must:
  - a) Be a member of Restoration Anglican Church, or;
  - b) Be a member of another ACNA church elsewhere in need of a church in Minneapolis for the wedding.
2. The Rector may use his discretion for couples in special circumstances.

## **C. Marital Status Requirements**

1. Couples who are currently cohabiting or have previously cohabited need the Rector's permission.
2. Divorced persons must be examined before re-marriage.
  - a) This could include producing copies of divorce-documents, explaining the details of the failed marriage to the proposed-Officiant and obtaining expressed permission from the Bishop of Diocese of the Upper Midwest to be married at Restoration Anglican Church.
  - b) This process will be facilitated by the proposed Officiant.
  - c) There is no guarantee that the bishop will or will not authorize the marriage, and couples should not presume any outcome.
  - d) The bishop's decision is final.

## **D. Counseling Requirements**

1. Premarital counseling is required for all couples.
2. The Church will recommend pre-marital counselors.
3. At the Officiant's discretion, it may be done elsewhere, as long as the counseling is deemed sufficiently preparatory by the Rector.

## **E. Liturgical Requirements**

1. The liturgy that shall be used will be the 2019 Book of Common Prayer. ([bcp2019.anglicanchurch.net](http://bcp2019.anglicanchurch.net))
2. Any and all liturgical decisions should be confirmed with Officiant and finalized no less than sixty (60) days in advance of the ceremony as it affects what music is needed.
3. Except in extreme circumstances, no weddings shall take place during Advent or Lent.

## **F. Musical Requirements**

1. Any and all musical decisions should be directed through the Officiant (for final song text decisions) and Worship Director (for musical decisions and where equipment is concerned).
  - a) Music should be finalized no less than forty-five (45) days in advance of the ceremony. Should any changes be needed, an additional \$25 per song should be added to the music coordinator's honorarium.
  - b) Any musical decisions must reflect the fact that the wedding ceremony is still in all senses a worship service. Any non-sacred music may be included on a case-by-case basis, whether sung or instrumental upon clearance by Officiant or Worship Director.
2. There is no obligation to use Restoration staff and/or volunteers for music and their participation should not be presumed, however this is often the most convenient choice.
  - a) If using Restoration staff and/or volunteers, you will find a suggested musician honorarium schedule in Section VII, which covers the wedding rehearsal, the wedding ceremony, and any outside rehearsal needed by the musicians themselves:
  - b) If using outside musicians (including friends and family), they should be referred to the Worship Pastor no less than thirty (30) days in advance of the ceremony so that provisions for sound technology can be made. The use of any church equipment must be approved by the Worship Pastor.
3. Use of the church sound system is standard and requires a technician supplied by the church at the rate specified (see Section VII).

## **G. Licensing Requirements**

1. It is the responsibility of the bride and groom to procure a marriage license from Hennepin County and bring it to the Officiant at the rehearsal.
2. Failure to do so will lead to a cancellation of the wedding.
3. Instructions on how to obtain a marriage license in Hennepin County can be found at:  
<https://www.hennepin.us/residents/licenses-certificates-permits/marriage>

## II. Roles

### A. Officiant

1. With the Rector's permission, the Officiant may be any of the ordained clergy in the ACNA.
2. Ministers from other Christian churches may be allowed to participate in officiating the marriage, but may not preside over the exchange of vows or pronounce the nuptial blessing.
3. Any involvement of visiting clergy will be at the discretion of the Officiant, with the Rector's permission.

### B. Worship Leader

1. Couple may request Restoration's Worship Pastor arrange for and provide music for the ceremony.
2. Any involvement of outside musicians should still be communicated to Worship Pastor.

### C. Building Coordinator

1. Required and provided by the church in order to facilitate proper usage of the building between the Couple and Restoration staff;
2. Orients the wedding party toward the various rooms in the building;
3. Communicates building requests to the church Director of Operations, including special additions, special requests, and door locking/unlocking schedules;
4. Approves all movement of pews, furniture, and other liturgical items;
5. Ensures that the wedding party's plans are understood and accommodated within the bounds of this Policy, e.g. special covers or paper for the service booklet, etc.

### D. Other roles

1. Sound technician (required)
2. Restoration does not provide livestream services.
3. We strongly recommend the couple hire their own Wedding Coordinator.
4. It is the responsibility of the Couple to find ushers/greeters and furniture movers before and after the ceremony.

## III. The Wedding

### A. Capacity

1. The sanctuary can hold a maximum of 255 people.
2. If you are planning on having more guests than this, you will need to explore other location options for the service.
3. We are not currently equipped to host wedding receptions, but can accommodate a groom's/rehearsal dinner.

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## **B. Furniture**

1. Restoration's pews can be moved to form a center aisle.
2. Moving of chancel furniture, liturgical banners, lobby tables, and other furniture must be approved by the Building Coordinator.
3. It is the couple's responsibility to find people who can move the items prior to the rehearsal and soon thereafter the ceremony.
  - a) Pews must be picked up and moved —not scooted.
  - b) Broken furniture will be charged to the couple.

## **C. Timing**

1. The rehearsal will be the day before the wedding.
  - a) The time must be approved by the Building Coordinator and Officiant.
  - b) We recommend 5:30pm so that those with normal work hours are able to make it.
2. Weddings can be held anytime between 11 am and 4 pm.
  - a) The church building must be totally vacated by 7 pm.
3. A non-eucharistic wedding will usually take about 30 minutes.
4. A eucharistic wedding will usually take about 45 minutes.
5. The building can be opened at 9:00 am on the day of the wedding for vendors.
6. The wedding party may arrive at the church no sooner than 2 hours before the wedding (exceptions may be made if the church will be the place where the bridal party dresses).

## **D. Guidelines for Contracted Vendors (Florist, Photographer, etc.)**

1. Photographers/Videographers
  - a) Once the service begins, photographers must remain discreet, to the sides and rear of the sanctuary.
  - b) Flash photography during the service is prohibited.
  - c) 1-3 stationary video cameras on tripods may be placed in unobtrusive areas and turned on prior to the service.
  - d) The photographer and videographer must be willing to be constrained and directed by the Officiant for what may or may not be done during the service.
2. Florists/decorators
  - a) Flower arrangements for the service are limited to two matching arrangements that must fit into the sanctuary flower vases and will be placed on the altar.
  - b) Bridal party flowers are permitted, but no other flower arrangements will be allowed in the sanctuary or chancel.
  - c) All decorations in the sanctuary must be approved by the Building Coordinator.

- d) Everything brought into the building by the wedding party, guests, or vendors must be removed before 7 pm that evening.
- e) Please be advised that anything left after 7 pm on the day of the wedding is liable to be discarded. Check with the Building Coordinator afterwards if valuable items are discovered missing in case they were turned in for safekeeping.

#### **IV. Expectations of Conduct**

- A. Smoking is not permitted on church property.
- B. Alcohol consumption is not permitted in the church.
  - 1. If either the Bride or Groom is intoxicated the service will not proceed.
  - 2. If any member of the bridal party is intoxicated, they will be required to leave before the service will begin.
- C. The wedding party (and early guests) may request to use the Fireside Room (103), Lower Fireside Room (003), Library, Project Room (001), and/or the Fellowship Hall prior to the service, but do not have permission to enter church offices, Sunday school rooms, or nursery/preschool rooms.
  - 1. Please see the Building Coordinator if there is any question about use of space in the building.
  - 2. The wedding party is responsible to return the room(s) used to the condition in which they were found.
  - 3. Please use only bird seed or bubbles outside the church as the bride and groom depart.
    - a) Other things, such as rice or glitter, can create health hazards and require extensive cleanup.

#### **V. Rehearsal/Groom's Dinners at the church**

- A. A small, outside-catered rehearsal/groom's dinner may be held in the Fellowship Hall following the rehearsal, at the discretion of the Rector.
- B. The Building Coordinator will consult with the Director of Parish Operations on all matters of preparation pertaining to the kitchen, furnishings, dishes, etc.
- C. Any catering company must be willing to abide by any stipulations of Restoration Anglican, and/or the Director of Parish Operations.
  - 1. In particular—the condition of the Fellowship Hall and kitchen must be fit for use for Sunday worship, as deemed by the Building Coordinator.
  - 2. This includes removal of any decorations or the approval of the Building Coordinator for later removal.
  - 3. No caterer should be dismissed until approved to do so by the Building Coordinator.
- D. Wine and champagne are permitted for the rehearsal/groom's dinner but not prior to the wedding.

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- E. Tidying the space after the Rehearsal/Groom's Dinner is the responsibility of the couple.

## **VI. Liabilities**

- A. While Restoration Anglican Church carries all of the requisite Insurances, nevertheless Restoration Anglican Church does not assume responsibility for any injuries or damages occurring on church-owned property, that are caused by accouterments or arrangements for the wedding (e.g. wedding party or guests slipping on bird-seed, tripping on a dress, guests getting into a fight, etc.).
- B. Any damage (beyond the normal wear-and-tear of ordinary usage) done to the building, property, or decorations of Restoration Anglican Church by any guest or member of the wedding party is the responsibility of the bride and groom.
- C. Appropriate recompense (if necessary) will be negotiated with the Rector.

## **VII. Required fee schedule**

- A. Required Honorariums:
  - 1. Building Coordinator: \$200
  - 2. Sound Technician: \$150
  - 3. Custodial Fee: \$200
  - 4. (If applicable) Custodial fee for Groom's Dinner: \$150
- B. Suggested Honorariums:
  - 1. Music coordinator/organist: \$250
  - 2. Assisting musicians: \$150
- C. Honorariums should be paid prior to the start of the service.
  - 1. Checks, digital payment (ie. Venmo), or cash to be paid to each recipient individually.
  - 2. Custodial fee can be made out to Restoration Anglican with "Custodial fee" in the memo line.
- D. The Building Coordinator can receive and disburse these payments.
- E. If cost is an issue, let us know and Restoration will gladly cover the fees.

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# Agreement

We the undersigned have read and understand the Restoration Anglican Church Wedding Policies and Procedures and agree to abide by all stipulations contained within it. The Bride and Groom understand that it is their responsibility to communicate these policies and expectations to family, guests, and vendors when necessary. The Rector of Restoration Anglican Church is the final authority for anything that may or may not happen on the property of Restoration Anglican Church.

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Officiant (print name)

Officiant (signature)

Date

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Bride (print name)

Bride (signature and date)

Date

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Groom (print name)

Groom (signature and date)

Date

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