

Weddings at the Church of the Incarnation Highlands, North Carolina

The church of the Incarnation exists to proclaim the Gospel of our Lord Jesus Christ through worship, love, and service. As individuals and as a congregation, we dedicate ourselves to this purpose.

In our worship we believe the sacraments are an important expression of our love and service. The sacraments are an outward and visible sign of the inward and spiritual grace, given by Christ as sure and certain means by which we receive that grace. That is our offer to the people who worship here and to many who are unable to be present.

Being a small parish we have limited human resources. Every time worship happens, many people are involved. Because of our setting and our facilities, many couples ask to celebrate their weddings here.

In order to maintain our high level of service, we feel it is important to set limits on our time and talents. The following guidelines apply to everyone who asks to have their marriage blessed at The Church of the Incarnation:

1. The Bride and/or Groom must be an active Episcopalian(s) in Agood standing with relatives and/or friends in the Highlands area.
2. The rector requests a letter from their current rector stating current involvement at their home parish.
3. Following the Canons, outlined for marriage and remarriage, requests must be made at least 30 days before the wedding. Pre-marriage counseling is required. Remarriages require at least a one year waiting period after the divorce. Approval from the Bishop of Western North Carolina is required upon written request from the rector. (For a copy of the canons, ask your current rector).
4. It is the norm for the rector of The Church of the Incarnation to perform the wedding. A visiting priest or minister may serve only at the invitation of the rector.
5. The couple, visiting clergy, and anyone providing services during the liturgy (photographer, florist, wedding coordinator) must meet with the rector and/or Wedding Supervisor of The Church of the Incarnation at least once before the wedding rehearsal.
6. All weddings will follow the services provided by The 1979 Book of Common Prayer (Extra vows, unity candles, or other liturgies are not allowed).
7. All music must be approved by the rector and the Music Director.
8. No weddings are celebrated during the Season of Lent.

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Application procedure - Any person requesting permission to be married at Incarnation should first contact the rector for an application. The application must be returned with the required fees and will be reviewed by the rector. Since a wedding at Incarnation involves a number of people, a minimum of 6 months is generally required. Weddings can not be officially booked on the Incarnation calendar until the application is returned along with the appropriate fees paid.

Premarital Counseling - Canon law requires the couple to have counseling prior to the wedding. At Incarnation, sessions are arranged with the rector. In extenuating circumstances another priest may perform the premarital counseling. A letter from that priest must be sent to the rector of Incarnation stating that the sessions have been completed and recommends the marriage.

Divorce - Request for remarriage must be granted by the Bishop of Western North Carolina for the divorced person to be remarried at Incarnation. There is a diocesan form that must be submitted and the request must be in writing. The divorce decree must be final for a full year before application can be made. In the case of a divorce, allow 4 months for an application to be made and the Bishop's approval received, before the date of the wedding.

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In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.



Declaration of Intention

We,

and

desiring to receive the blessing of Holy Matrimony in the Church, so solemnly declare that we hold marriage to be a lifelong union of husband and wife as it is set forth in the Book of Common Prayer.

We believe that the union of husband and wife, in heart, body, and mind, is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and, when it is Gods will, for the procreation of children and their nurture in the knowledge and love of the Lord.

And we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek Gods help thereto.

Signature of Groom

Signature of Bride (Maiden Name)

Date _____ A.D. _____

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This form must be completed and returned to the parish office as soon as conveniently possible.

Bride:

Full Name _____

Address _____

Phone Number(s) _____

Email address _____

Bride's Parents:

Names and Address _____

Phone number(s) _____

Email address(s) _____

How often do you or your parents attend worship at Incarnation? _____

Do you or your parents contribute financially to Incarnation? _____

Have you been baptized? _____

Have you been confirmed? _____

What is your current church status? _____

Name of church and pastor _____

Have you been divorced? _____

Is the divorce final? _____ If so, as of what date? _____

Your date of birth _____ Occupation _____

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This form must be completed and returned to the parish office as soon as conveniently possible.

Groom:

Full Name _____

Address _____

Phone Number _____

Email address _____

Groom's Parents:

Names and Address _____

Phone number(s) _____

Email address _____

How often do you or your parents attend worship at Incarnation? _____

Do you or your parents contribute financially to Incarnation? _____

Have you been baptized? _____

Have you been confirmed? _____

What is your current church status? _____

Name of church and pastor _____

Have you been divorced? _____

Is the divorce final? _____ If so, as of what date? _____

Your date of birth _____ Occupation _____

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Proposed date and time of the wedding _____

Are you using a wedding planner? If so:

Name _____ Phone _____

Information for Altar Guild:

1. Is the wedding in the nave or the chapel? _____
(Chapel: Approximate seating of 70 max. / Nave: Approximate seating of 250 max.)
2. How many invited? _____
3. Will communion be served? _____ How many servers? _____
4. Do you need kneelers? _____
5. In chapel, two candles will be placed on the altar if there is communion. We also have 6 candles for the retable if you desire. Do you want candles on the retable? _____
6. Do you want long or short frontals in the chapel? _____
(There are no frontals in the nave.)
7. What is the approved date and time of the wedding? _____

Information for Flower Guild:

The Incarnation Flower Guild has numerous experienced members who would be pleased to arrange flowers for your wedding. They will work with you to plan the style and number of arrangements, determine the number and types of flowers to be ordered and connect you with a local florist from whom you could purchase flowers. Fees for additional arrangements will be negotiated with the Chairman of the Flower Guild. Please contact Midge Rothermel at (828) 526-5903 at least one month before the wedding.

If you choose to use a florist to do all of your flowers, the florist must contact Mrs. Rothermel regarding vases, to coordinate times for delivery, and to discuss any specific requirements for placement set by the Episcopal Church of the Incarnation.

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Additional Important Guidelines for flowers:

White hangings are used at weddings.

Bows may be used as pew markers for the first rows.

Rice is not permitted to be thrown on church property.

Flowers are allowed on the shelves behind the altar in the chapel. In addition, they may be placed in the rear of the chapel under the central window and in the bell-tower and narthex.

NO garlands are to be used over the doors.

Altar flowers are left in the sanctuary for the following Sunday.

Flower petals are discouraged, however, white petals do not stain granite floors.

1. Location of arrangements: _____ Lobby _____ Church _____ Chapel _____ Narthex
_____ Bell Tower _____ Jones Hall
2. Flowers desired? _____

3. Arrangements by Flower Guild or Florist? _____
If florist, give name, address, and phone _____

4. Number of reserved pews for family and friends? _____

Music Guidelines

If you desire music at your wedding, all arrangements should be made through the rector and the church organist. The church organist will play for all weddings or in his absence will arrange for a substitute who is familiar with the organ and liturgical music. Our church Music Director is Dr. Robert Henry. You must contact Dr. Henry to arrange for the music at the church. He is a concert pianist as well as an organist and could possibly find soloists and other musicians for your wedding needs. Please call him at (770) 735-7426 or email robert@roberthenry.org. The music for weddings should be sacred music and appropriate for worship. (See fee schedule.)

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Rehearsal

The rector is solely in charge and final authority of the rehearsal and wedding. Incarnation Wedding Supervisor will assist. The rehearsal should be held to a maximum of one hour. As a matter of courtesy, the family and wedding party should be punctual.

A visiting priest may serve only at the invitation of the rector.

Holy Communion

Nuptial Eucharists are allowed only when it is understood that the entire congregation will be invited to participate.

Photographs

No flash photography during ceremony. There are no exceptions. The bride and groom are asked to relay this policy to friends and photographers. The photographer may use a flash during processions and take one picture of the bride and her escort in the narthex as they enter and as they leave. Photography and videotaping of the ceremony is permitted from a stationary position in a designated area in the rear off the church using existing lighting. Posed pictures of the wedding party are allowed before and following the service. The time limit for photographs after the service is 30 minutes out of deference to the altar guild.

Dressing Prior to the Wedding

A dressing room is available for the bride and her attendants and should be left clean after the service. There are facilities for the groom and ushers to dress at the church, if needed. All clothing and other items should be removed from the church immediately following the service.

Receptions

The Jones Hall may be reserved for wedding receptions. Receptions are scheduled on a first come - first served basis. You must check for availability with the church office. Wedding parties are welcome to the use of the tables and chairs.

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Weddings at the Church of the Incarnation FEE STRUCTURE
May 5, 2015

Non Member Fee..... \$2,600
(Includes donation/ fees made to clergy/ wedding coordinator and sexton)

Reception in Parish Hall & Use of Kitchen..... \$1,000
(Includes fee for sexton)

Flower Guild.....\$500
(Includes 2 arrangements of flowers at the altar and a small arrangement for table with wedding book, if needed. Additional requests must be made directly with Flower Guild director.)

Organist..... \$425
(Includes organist fee only. Other musicians and special music to be negotiated with music director.)

Sound/ Audio/ Video.....\$400

Security Deposit..... \$1,000
(Cancellation policy: 6 months before date of wedding 100% refund of deposit; less than 3 months before wedding 50% of deposit refund.)
One half of Non Member Fee plus Security Deposit due with application for a total of \$2,300.

Balance of all Fees to be paid one month prior to ceremony.

Thank You