



St. Barnabas Episcopal Church
Bainbridge Island

*Wedding
Brochure*

1187 WYATT WAY NW
BAINBRIDGE ISLAND, WA 98110
WWW.STBBI.ORG
INFORMATION@STBBI.ORG

OFFICE: 206-842-5601



The Celebration and Blessing of Marriage

The marriage of two people is a holy union. It begins with your desire to form a lasting, life-long partnership with another in God's love, and continues throughout your lives as a process of intentional living and growing together. In marriage each of you as an individual, and together as a couple, gradually transform and mature in God's presence and image.



Weddings in the Episcopal Church

A wedding in the Episcopal Church is governed by The Book of Common Prayer, Canon Law and the laws of the state. The Book of Common Prayer is the foundation for all Episcopal worship services referred to as liturgies in the Episcopal Church—and provides the framework by which a wedding is celebrated.

To be united in the Episcopal Church it is required that:

- At least one of the couple be a baptized Christian,
- The ceremony be attested to by at least two witnesses, and
- For a man and a woman, the marriage must conform to the laws of the State and the Canons of the Church.

Prior Marriage

Please inform the Wedding Coordinator in the event that either member of the couple has been previously married. In such instances, the officiating priest must meet with you **at least 90 days prior to the wedding date** to discuss the previous relationship. Canon Law requires the consent of the Bishop of the Diocese for a new marriage to be made. In making such decisions, the Bishop will consider:

- The depth of understanding of the individuals as to why the previous relationship did not endure
- The continuing care of and consideration for the former spouse and for any children involved in the relationship
- Faithfulness to the dissolution of the previous marriage.

*Your marriage is a
sacrament—an outward and
visible expression of God's
grace in bringing you together
and nurturing your love.*

Scheduling

Weddings are scheduled on Saturdays during seasons of the Church year with a particular focus on celebrating new life, or with the intentional ongoing living of life. Marriage liturgies are not customarily scheduled during Lent, Holy Week or Advent, In addition, they are not scheduled on any major holiday weekend.

Scheduling your wedding date at least six (6) months in advance is advisable. This allows plenty of time to plan your liturgy, complete your series of counseling sessions, meet with the priest who will officiate at your wedding and if you're not already a member become familiar with the St. Barnabas Community. In addition, it increases the chance that your chosen date will be available given the church's schedule of activities. Please refer to the end of this pamphlet for a typical planning schedule.

For Those from Out of Town

Accommodations may be made for couples who are from out of town. Weddings may only be scheduled by the Parish Coordinator or wedding coordinator. Please contact one of them for more information and to ensure that your desired date is available.

Getting to Know Saint Barnabas

If you are not already a member of the Saint Barnabas congregation, you are encouraged to spend at least six months before your wedding attending services and otherwise getting to know St. Barnabas community. Or be a member of another spiritual community with the same common beliefs of the Episcopal Church.

While Saint Barnabas does not require that you become a part of the church community before getting married, we do hope that you will carefully consider us as a potential church home during the time that you prepare for marriage.

Your Wedding and Marriage Preparation Team

From your first meeting with the Wedding Coordinator to the day of your wedding, a host of clergy, ministers, artists and volunteers are involved in helping you with your wedding and marriage preparation. Your primary team will include the Wedding Coordinator, Altar Guild Coordinator, the priest who will officiate at your wedding and the music staff.

Clergy

Clergy officiate at weddings except under unusual circumstances. If you have an existing relationship with a specific priest please advise the wedding coordinator so they will be able to make the best effort to accommodate your request. Visiting clergy may request to participate by a letter to the Rector of St. Barnabas. Please do not invite clergy to participate in your wedding who are not on staff until you have spoken with the wedding coordinator and received permission from the Rector.

Music

Saint Barnabas Music Director (Paul Roy) will work closely with you and serve as a valuable resource as you select your music. You will be provided with expert assistance to ensure that music is appropriately planned and fitting for you as a couple. Because a wedding is a service of worship, the liturgical guidelines for music are subject to the same standards as music for any other worship service.

Please contact the Saint Barnabas Music Director Paul Roy shortly after your first planning meeting with the Wedding Coordinator. Paul's base fee is paid whether he is used or not. The Music Director's telephone number is 206-842-5601 ext 4, email proy@stbbi.org.

Flowers

To facilitate deep engagement with the worship service itself, only simple, primary symbols pertaining to the liturgy are positioned on the liturgical platform. As a result, placement of flowers is reserved to the same locations as you would find at any other worship service. Plan to meet with your full service florist and Altar Guild Coordinator to work out the floral details. To minimize damage, flowers are not permitted on the pews.

Candles

Altar candles may be lit for your wedding if your liturgy includes a celebration of the Eucharist.

Runners

Runners are not used as they distract from the elegant simplicity of the worship space.

Your Service Leaflet

Because of the participative nature of the Celebration and Blessing of Marriage in the Episcopal Church, your service leaflet is a very important part of your wedding preparation process. The service leaflet contains information that guides those in attendance at your wedding through your marriage liturgy, and helps them actively participate as a community supporting and witnessing your marriage. A draft working form of the appropriate marriage liturgy will be provided to you at the beginning of the planning process. Production assistance for the final leaflet, the accuracy of which is paramount to a smooth flowing service and fully engaged congregation may be secured from the church office for a nominal charge. Please ask the Wedding Coordinator for more information.

Still Photography

Photos by Professionals

Professional photos are usually taken starting one hour before the service begins. Because it is important that photos are completed prior to the arrival of guests, photo shoots usually last about 30 minutes. Photos may be taken anywhere in the worship space or on church grounds.

Photography of any kind is not allowed during the service, with the exception of the processional and recessional. The photographer must stay behind the pews at all times so as not to distract from the liturgy. Photos must be taken by available light only, and any special arrangements must be made prior to the rehearsal.

Photos by Guests

Please inform your guests that photography of any kind is not allowed during your wedding liturgy. The liturgical portion of your service leaflet will include the following:

Because our wedding is a holy service of worship and we want you to be fully present with us and to God during this time, we ask that you refrain from taking photos or shooting video during the worship service. Also, please remember to turn off all cell phones and audible pagers. Thank You.

Facilities

The nave comfortably seats 120 guests. Confetti, rice, birdseed, rose petals, balloons or other such items are not permitted inside the nave or on the church grounds. Silk flower petals maybe used but must be picked up following the service by members of the wedding party or a designated family member. Bubbles are a delightful alternative and maybe used outside the nave as you exit the worship space following your service.

Limousines and Special Transportation

If you plan to be picked up after your wedding by a limousine or other special transportation, please note that the area in front of the church is a fire lane and drivers should remain with their vehicles.

The Rehearsal

The purpose of a rehearsal is to make you and your party—the people you have honored with an important role in your service—more comfortable with their roles in your liturgy.

The Day of the Service

In addition to the one hour rehearsal, the standard Saint Barnabas wedding fee includes use of the nave for a maximum of three hours on the day of your service, including photography. Liturgies without a Eucharist usually take about 40 minutes; liturgies with a Eucharist last about an hour.

There are rooms available for the bridal party to dress and get ready for the service and provide for final preparation.

The Reception

Saint Barnabas has a reception space available in the Parish Hall and there is a separate charge for the use of the hall and kitchen spaces. Please speak to the wedding coordinator about using the space.

Children in the Wedding Party

Children must be supervised by a designated adult. It is requested that children participating in the wedding be at least five years old, in consideration of their comfort with, and enjoyment of, their participation.



Wedding Preparation Timeline for _____

My Wedding date is: _____

At six months _____

- Determine and reserve date and time with Wedding Coordinator
- Pay Deposit
- Arrange initial planning meeting with Wedding Coordinator & Altar Guild Director
- Begin attending services, become familiar with the Saint Barnabas Community if not already a member
- Schedule counseling sessions
- Begin work on music
- Communicate wedding plans with relatives and friends; begin securing witnesses, attendants and other wedding party members
- *Prior marriage: Arrange first meeting with the priest as soon as possible.*

At three months _____

- Counseling is complete
- Witnesses, attendants and other wedding party members have been confirmed
- Florist, photographer and other services have been secured
- Order marriage license/consider legal arrangements
- Check in with wedding coordinator
- Arrange first meeting with the officiating priest
- Work is underway with music staff
- *Prior marriage: First meeting with priest has been completed.*

At two months _____

- Music selections are complete
- Scripture readings have been chosen
- First meeting with officiating priest has taken place
- Arrange second meeting with priest
- Begin work on service leaflet with wedding coordinator
- Marriage license secured/legal planning underway
- *Prior marriage: Last of meetings with priest has been completed.*

At one month _____

- Last of meeting with priest has taken place
- Service leaflet is complete or nearing completion
- Marriage license has arrived/legal arrangements finalized.

At two weeks _____

- Last of meetings with Wedding Coordinator takes place.
- Final balance paid and all final details reviewed.

Fees

Saint Barnabas Wedding Fees include:

- Space Rental: The use of the nave for an hour long rehearsal and up to three hours on the day of the wedding.
- Related Facilities
 - ~ Utilities
 - ~ Parking
- Services
 - ~ Clergy discretionary fund
 - ~ Organist
 - ~ Wedding Coordinator
 - ~ Altar Guild
 - ~ Custodial Staff
- Additional fees may include
 - ~ Leaflet production assistance
 - ~ Cost of additional musicians if desired
 - ~ Musician rehearsal fee, if required
 - ~ Rental of Parish Hall for Reception

Weddings are scheduled when a non-refundable deposit is received by the Church. The deposit is applied toward your total fee and the remainder is collected at the final meeting with the Wedding Coordinator approximately two weeks before your wedding date.

Payment can be made with a check, cash or Visa or MasterCard.

Please take the time to discuss your fees with the Wedding Coordinator.

Wedding Reservation Form
Saint Barnabas Episcopal Parish

Date of Wedding _____ *Hour* _____

Bride's Name _____ *Primary Phone* _____

Bride's Address _____

State _____ *Zip* _____

Home Phone _____

Groom's Name _____ *Primary Phone* _____

Groom's Address _____

State _____ *Zip* _____

Home Phone _____

Priest Officiating _____ *Organist* _____

Florist's Name _____

Address _____

Contact Name _____ *Phone* _____

Photographer's Name _____ *Phone* _____

Address _____

Caterer's Name _____ *Phone* _____

Address _____

Rehearsal Date and Hour _____

Rehearsal Dinner Date & Hour (if parish hall is used) _____

Reception Date and Hour (if parish hall is used) _____

A \$150.00 reservation fee must be submitted by both members and non-members along with this form. It will be applied to overall fees. The total balance of fee's is due one month before the scheduled event. If the event is cancelled after fees have been paid, all fees, except the reservation fee will be refunded.

Make Checks Payable to: Saint Barnabas Episcopal Church

An additional \$100.00 deposit is required of non-members, in addition to any of the above fees. This deposit is to cover any damages or special cleaning fees and will be refunded after the wedding when the requests of the agreement have been fulfilled.

Person to whom the deposit is to be mailed after the event (non-member)

Name _____

Address _____

City, State and Zip _____

I/We agree to abide by all regulations and requirements in the wedding brochure.

Bride's Signature

Groom's Signature

Brides Key Contact List

Parish Administrator Katrina Diller
kdiller@stbbi.org206 842 5601

Wedding Coordinator Carol Gregory
gregorycarol@comcast.net.....206 842 2686

Altar Guild CoordinatorsJoan Collins / Honora Dunkak
206 842 2167..... jmariec277@msn.com
206 842 7358 honoraje@msn.com

Special Functions Coordinator ...Jean Kellerman
jkellerman@bainbrdge.net206 842 3081

Wedding Fees for Parishioners

Organist

\$250.00

This fee represents initial consultation by email, phone or in person, 15 minutes of music before the ceremony, processional and recessional music selected from organist's repertoire. Employment of soloists is optional (see below for additional fees). The organist is not required to attend the formal wedding rehearsal.

Additional fees:

Wedding rehearsal with Bridal Party is \$50/hour.

The charge for contracting with singers, instrumentalists is \$30 per hired person.

Additional rehearsal (singers, instrumentalists) is \$50/hour.

A list of soloists and their fees is available from the organist. Unusual musical requests may require additional rehearsal time at \$25 per hour.

In any case, payment is due two weeks prior to the wedding and is paid directly to the organist (Paul Roy) by separate check.

Church musicians depend upon wedding fees for part of their compensation. If a couple wishes to bring in an outside organist, and the Saint Barnabas Church organist would have been available to play for the wedding, the basic music fee of \$250 must still be paid.

TOTAL FEE TO ORGANIST

\$ _____

(payable in full two weeks prior to the wedding)

Altar Guild Fee

\$350.00

This fee represents the work of the altar guild to prepare the sanctuary and to provide wedding coordinator services. These services include one planning meeting prior to the wedding, participation in the rehearsal, and assistance on the day of the wedding to the wedding party. If additional services are requested of the altar guild, additional fees may be charged at the rate of \$50 per hour.

Building Use Fee

\$150.00

This fee covers the cost of a sexton, additional cleaning, utilities, and other fixed costs associated with the use of the sanctuary and church offices.

TOTAL FEES TO SAINT BARNABAS CHURCH

\$500.00

(payable in full two weeks prior to the wedding)

Clergy Honorarium

Clergy provide this sacramental service as a part of their regular ministry, but donations to the clergy discretionary account are always appreciated.

Wedding Fees for Non-Parishioners

Organist **\$250.00**

(This fee represents initial consultation by email, phone or in person, 15 minutes of music before the ceremony, processional and recessional music). If the music desired is not part of the organist's repertoire, a fee of \$50 per hour for rehearsal will be added to the total fee. The organist is not required to attend the formal wedding rehearsal. In any case, this fee is due two weeks prior to the wedding. This fee is paid directly to the organist by separate check. Employment of soloists is optional (see below for additional fees)

Additional Fees:

Wedding rehearsal with Bridal Party is \$50.00/hour

The charge for contracting with singers, instrumentalists is \$30.00 per hired person.

Additional rehearsal (singers/instrumentalists) is \$50.00 per hour.

A list of soloists and their fees is available from the organist. Unusual musical requests may require additional rehearsal time at \$25.00 per hour.

In any case, payment is due two weeks prior to the wedding and is paid directly to the organist (Paul Roy) by separate check.

Church musicians depend upon wedding fees for part of their compensation. If a couple wishes to bring in an outside organist, and the St Barnabas Church organist would have been available to play for the wedding. The basic music fee of \$250.00 must be paid.

Organist with Soloist. **\$300.00**

Because accompanying a singer requires additional time and preparation, this fee is higher. It represents one additional rehearsal with the soloist. A list of soloists and their fees is available from the Director of Music. As above, unusual musical requests may require additional rehearsal time at \$50 per hour. These fees are paid directly to the musicians involved by separate checks and are also due two weeks prior to the wedding.

TOTAL FEE TO ORGANIST **\$ _____**
(payable in full two weeks prior to the wedding)

Altar Guild Fee **\$450.00**

This fee represents the work of the altar guild to prepare the sanctuary and to provide wedding coordinator services. These services include one planning meeting prior to the wedding, participation in the rehearsal, and assistance on the day of the wedding to the wedding party. If additional services are requested of the altar guild, additional fees may be charged at the rate of \$50 per hour.

Building Use Fee **\$550.00**

This fee covers the cost of a sexton, additional cleaning, utilities, and other fixed costs associated with the use of the sanctuary and church offices.

TOTAL FEES TO SAINT BARNABAS CHURCH **\$1000.00**
(payable two weeks prior to the wedding)

Clergy Honorarium

Clergy provide this sacramental service as a part of their regular ministry, but donations to the clergy discretionary account are always appreciated.

Florists

Because of the uniqueness of our worship space, it is recommended that your flower arrangements be prepared by one of the florists listed below or have the flowers prepared by the altar guild so that they are appropriate for the setting.

Medium Price Range, Bridal Design, {Do Not Deliver}

Safeway 253 High School Road NE, Bainbridge, Island, WA

Floral Manager..... 206 842 7197 Ext. 3

Consultant..... 206 842 5593 Poulsbo, WA

Town & Country Market... 343 East Winslow Way, Bainbridge Island, WA

Floral Manager.....206 842 3848

floral1215@tc-markets.com

Central Market.....20148 10th Avenue NE, Poulsbo, WA

Floral Manager.....360 394 722

Standard Price Range, Bridal Design, {Delivery}

Changing Seasons321 High School Road, Bainbridge Island, WA

Owner/Manager206 842 1141

www.changingseasonsflorist.com

Flowering Around..... Downtown Winslow Mall, Bainbridge Island, WA

Consultant..... 206 842 0620

Pipper's Flowers.....9212 Ruys Lane, Bainbridge Island, WA

Consultant206 780 4242

www.pippersflowers.com

Flowers To Go.....Plaza 305, Poulsbo, WA

Consultant206 842 5593

www.flowerstogoonline.com

Caterers, Full Service

Seasons of Thyme Catering206 855 0689
Bainbridge Island

Food Muse Catering
Judith Weinstock.....360 297 2437
Poulsbo

The Splendid Table
Jean Kellerman.....206 855 8081
Bainbridge

Trays & Wedding Cakes

Safeway..... 206 842 7197
253 High School Road, Bainbridge Island

Town and Country Market..... 206 842 3848
343 East Winslow Way, Bainbridge Island

Central Market Bakery 360 394 7226
Kitchen 360 394 7213
20148 10th Ave NE, Poulsbo

Stephanie's of Course..... 206 842 7442
701 N Madison, Bainbridge Island

Guest Accommodations

Best Western Bainbridge Island Suites...206 855 9666
350 High School Road NE, Bainbridge Island

Eagle Harbor Inn...206 842 1446
293 Madison Avenue South, Bainbridge Island

Island Country Inn...206 842 6861
920 Hildebrand Lane NE, Bainbridge Island

There are numerous excellent Bed & Breakfasts on the Island
Check with the Chamber of Commerce for listings



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