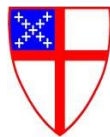


St. Philip's Episcopal Church  
522 Main Street  
Laurel, MD 20707  
(Mailing: PO Box 1166, Laurel MD 20725)  
301 776-5151  
admin@stphilipslaurel.org

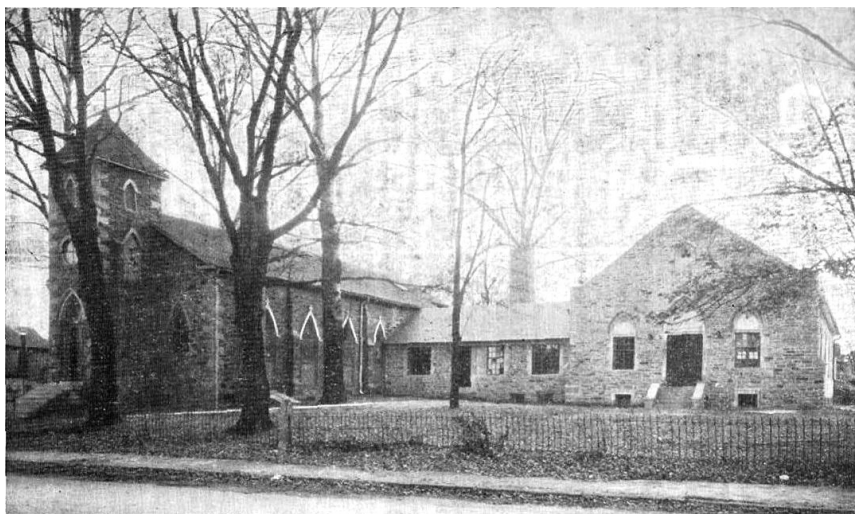


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[www.facebook.com/StPhilipsLaurelMD/](https://www.facebook.com/StPhilipsLaurelMD/)  
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<https://twitter.com/stphilipslaurel>

Saint Philip's  
Episcopal Church  
522 Main Street  
Laurel, MD 20707-4118  
(Mailing: P.O. Box 1166, Laurel MD 20725)  
(301) 776-5151

Parish Office hours are 10:00 am to 3:00 pm Monday—Thursday and by appointment.  
The Rev. Dr. Sheila N. McJilton, Rector, ext. 11 or [mothersheila@gmail.com](mailto:mothersheila@gmail.com)  
The Rev. Robert Bunker, Associate Rector, ext. 13 or [rev.bunker@gmail.com](mailto:rev.bunker@gmail.com)  
Pastoral Emergency 443-420-7365.  
Laura McGuire, Director of Youth and Family Ministries, [lmcguire@stphilipslaurel.org](mailto:lmcguire@stphilipslaurel.org)

**ST. PHILIP'S VISION STATEMENT:** Every day St. Philip's proclaims Christ's love by nurturing our church family, young and old, and actively reaching out to our community. Through our words and deeds we inspire, welcome and encourage others to journey together in Christian faith and growth. *(adopted 2003)*



## Wedding Application & Planner



**St. Philip's Episcopal Church**  
**522 Main St.**  
**Laurel, MD 20707-4118**

We are delighted that you would like to have your marriage ceremony take place at St. Philip's Church. Our parish has served the Laurel area for over 150 years, and we value our heritage as an Episcopal congregation on historic Main Street.

This booklet contains the information you will need to plan your wedding at St. Philip's, as follows:

1. Application Form
2. Flowers and Decorations Policy
3. Wedding Photography Policy

You will need to complete the Application, found on the following pages, and return it to the St. Philip's office at the address shown above. Receipt of your Application initiates the wedding planning process, at which time your first meeting will be arranged with our Rector.

As you plan your wedding, please keep in mind that our church has a maximum capacity of 150 people. We also rent out our banquet hall (Wyatt Hall) for wedding receptions.

If you have any questions, please feel free to call the St. Philip's Church office at (301) 776-5151, or send an email to [admin@stphilipslaurel.org](mailto:admin@stphilipslaurel.org). We will be happy to assist you in the completion of these forms.

#### 4. WEDDING PHOTOGRAPHY POLICY

Weddings at St. Philip's are services of worship, intended to glorify God; as such, photography is strictly limited. ***Amateur flash photography by guests at the wedding is expressly prohibited.*** This is a long-established tradition at St. Philip's as well as in many Episcopal churches. Any questions should be addressed to the Rector in advance. Please let your guests know of this prohibition in advance to prevent any embarrassment and/or misunderstandings on your wedding day.

Professional photographers must observe the following rules. It is the responsibility of the wedding couple to review these rules with the photographer in advance. A 15 amp circuit is available if required.

1. Procession in/out: One photo with available light (**no flash**) may be taken of each person processing up and down the aisle. The photographer is to be positioned no further than midway up the aisle and must not block doorways.
2. **No** dollies are permitted; **no** flash or video lights; photographers are not permitted to be moving up and down the aisles.
3. During the service, absolutely **no** still photography, is allowed, with or without flash. Any use of flash or other lights is disruptive of the service and may temporarily blind the participants. The Rector **will stop** the service, if necessary, if this policy is not followed.
4. Videotaping is allowed, using one camera that is positioned on a tripod at the rear of the church. No movement from the tripod is permitted. Distracting movements are disruptive to the ceremony.
5. **No** person is to enter the sanctuary (beyond the steps and lectern). No books or church possessions are to be moved.
6. Pictures of the vows, rings, blessing, etc., may be posed in the church immediately after the formal ceremony has concluded. Thirty (30) minutes is allowed for this purpose before the church must be vacated for cleaning. The rector will pose, if requested, immediately after the ceremony.

Second Reading: Reader: \_\_\_\_\_

\_\_\_\_\_ 1 Corinthians 13:1—13

\_\_\_\_\_ Ephesians 3:14—19

\_\_\_\_\_ 1 John 4:7—16

\_\_\_\_\_ Ephesians 5:1—2, 21—33

\_\_\_\_\_ Colossians 3:12—17

Psalm \_\_\_\_\_ and/or Hymn \_\_\_\_\_ Leader \_\_\_\_\_

Gospel Reading: Reader: \_\_\_\_\_

\_\_\_\_\_ Matthew 5:1—10

\_\_\_\_\_ Matthew 5:13—16

\_\_\_\_\_ Matthew 7:21, 24—29

\_\_\_\_\_ 1 John 4:7—16

\_\_\_\_\_ Mark 10:6—9, 13—16

The Apostles' Creed (Y/N) \_\_\_\_\_

The Nicene Creed (Y/N) \_\_\_\_\_

### 3. DECORATIONS, FLOWERS, RICE

The Church maintains a custom of decorative simplicity for all services, including weddings. Your flowers should be arranged through the St. Philip's Altar Guild, to be delivered to the sacristy at a time to be determined by the Altar Guild. Rainbow Florist (Laurel Florists?) is to be the source for all altar flowers. Altar Flowers are to remain on the altar as a thank offering on the following Sunday. The Altar Guild also prepares the sanctuary area, places white hangings and prepares the altar for Holy Eucharist if needed. The Altar Guild contact is Betsy Brothers, who may be reached at (301) 604-1981.

If a couple so desires, ribbon bows may be fastened to the pews along the center aisle, **using twist ties only, no tape.** Every 2nd pew is suggested. This is the responsibility of the wedding party. It should be noted that over-use of flowers or decorations detracts from the historic beauty and simplicity of the church. No roping off of pews is permitted as a matter of fire safety.

A Unity candle is not part of the Episcopal service.

For insurance purposes, neither rice nor birdseed nor anything resembling these items may be thrown (could cause guests to slip and fall). Instead, bubbles are suggested. Small white bottles of bubbles can be purchased at many arts and crafts shops.

### GLOSSARY OF TERMS

Rector	Chief sacramental and liturgical leader of the parish.
Celebrant	Person officiating at the altar during a celebration of the Eucharist.
Eucharist	Also known as The Lord's Supper, and Holy Communion, from Greek word <i>eucharista</i> , meaning "thanksgiving." The sacrament commanded by Christ or the continual remembrance of his life, death, and resurrection, until his coming again.
Narthex	An entry space, foyer, or anteroom of a church between the front door and the nave.
Nave	The place in the church building for the congregation, between the chancel and the narthex.
Chancel	Area around the altar which may include the choir area.
Gradual Hymn	The hymn that is sung prior to the reading of the Gospel.
Gospel	Third scripture reading, always taken from one of the four gospels, (Luke, Mark, Matthew, or John). From the Greek, meaning "good news."

### KEY NAMES & PHONE NUMBERS

<b>Rector</b>	The Rev. Dr. Sheila N. McJilton (301) 776-5151 ext. 12 Email: mothersheila@gmail.com
<b>Parish Administrator</b>	(301) 776-5151 ext. 10 Email: admin@stphilipslaurel.org
<b>Organist*</b>	Saunders Allen (410) 962-8913 Email: saunjla@msn.com
<b>Altar Guild Coordinator*</b>	Vi Turley (301) 490-0875

***\*Please contact these individuals as soon as your wedding date has been confirmed. You cannot call too early, and if the Organist is not available for the date you have selected, you will need to work with him to find a suitable organist.***

# 1. Wedding Application for St. Philip's Episcopal Church

Application Date: \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

## BRIDE'S INFORMATION

Full Name: \_\_\_\_\_

Maiden \_\_\_\_\_ Widow \_\_\_\_\_ Divorced<sup>1</sup> \_\_\_\_\_

Date of Final Decree \_\_\_\_\_

Divorce Decree Jurisdiction (County, State) \_\_\_\_\_ Case No. \_\_\_\_\_

Birth Date \_\_\_\_\_ Baptized (Y/N) \_\_\_\_\_ Confirmed \_\_\_\_\_

Current Church Membership \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

email \_\_\_\_\_

Occupation \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Father's Full Name \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

(Please include mother's maiden name)

Children and Dates of Birth \_\_\_\_\_

<sup>1</sup>Officiating clergy *must* see a copy of all divorce decrees at least 90 days in advance of wedding date.

1. Prelude Selection: \_\_\_\_\_

2. Entrance music (Bridal party) \_\_\_\_\_

3. Entrance Music (Groom's party) \_\_\_\_\_

Hymn/Musical Selections during service

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

Recessional Hymn \_\_\_\_\_

4. Soloist's Name \_\_\_\_\_

Musical Selection(s) \_\_\_\_\_

5. Instrumentalist's Name \_\_\_\_\_

Musical Selection(s) \_\_\_\_\_

## C. THE ENTRANCE

\_\_\_\_ Bridal procession only      \_\_\_\_ Informal entrance      \_\_\_\_ Bride and Groom process

## D. THE PRESENTATION

\_\_\_\_ Bride's escort "gives" the bride      \_\_\_\_ Bride's escort "presents" the bride

\_\_\_\_ I      \_\_\_\_ Her mother and I

## E. THE MINISTRY OF THE WORD

First Reading: Reader \_\_\_\_\_

\_\_\_\_ Genesis 1:26—28      \_\_\_\_ Genesis 2:4—9, 15—24

\_\_\_\_ Song of Solomon 2:10—13, 8:6—7      \_\_\_\_ Tobit 8:5b—8 (*New English Bible*)

Psalm \_\_\_\_\_ and/or Hymn \_\_\_\_\_ Leader \_\_\_\_\_

\_\_\_\_ Psalm 67      \_\_\_\_ Psalm 127      \_\_\_\_ Psalm 128      \_\_\_\_ Other

**SERVICE INFORMATION**

Presiding Priest: \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Assisting Priest or minister: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Bride's Witness: \_\_\_\_\_

Groom's Witness: \_\_\_\_\_

Service Program to be Printed (Y/N) \_\_\_\_\_

Parish Print Program \* \_\_\_\_\_ Bridal Party Print Program \_\_\_\_\_

*\*If program is to be printed by church staff, Parish Administrator must have program at least 10 days in advance of wedding date.*

**PROGRAM INFORMATION**

**A. SERVICE**

Holy Eucharist Rite I \_\_\_\_\_

Holy Eucharist Rite II \_\_\_\_\_

Marriage Ceremony Only \_\_\_\_\_

**B. MUSIC**

Organist: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

Conference Appointment Date & Time: \_\_\_\_\_

**GROOM'S INFORMATION**

Full Name \_\_\_\_\_

Bachelor \_\_\_\_\_ Widower \_\_\_\_\_ Divorced <sup>1</sup> \_\_\_\_\_ Date of Final Decree \_\_\_\_\_

Divorce Decree Jurisdiction (County, State) \_\_\_\_\_ Case No. \_\_\_\_\_

Birth Date \_\_\_\_\_ Baptized (Y/N) \_\_\_\_\_ Confirmed \_\_\_\_\_

Current Church Membership \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

email \_\_\_\_\_

Occupation \_\_\_\_\_

Work Phone \_\_\_\_\_

Father's Full Name \_\_\_\_\_

Mother's Full Name \_\_\_\_\_  
(Please include mother's maiden name)

Children and Dates of Birth \_\_\_\_\_

**WEDDING PARTY INFORMATION**

Preferred Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Location of Reception \_\_\_\_\_

\*Would you like to receive information for a reception in Wyatt Hall (Y/N) \_\_\_\_\_

Maid/Matron of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Number of Bridesmaids \_\_\_\_\_ Ushers \_\_\_\_\_ Wedding Guests \_\_\_\_\_

Address after Marriage \_\_\_\_\_

The name by which the bride will be known after the wedding \_\_\_\_\_

## 2. Concerning the Service

Christian marriage is a solemn and public covenant between a man and a woman in the presence of God. In the Episcopal Church it is required that at least one of the parties must be a baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the State and the canons of this Church.

A priest or a bishop normally presides at the Celebration and Blessing of a Marriage, because such ministers alone have the function of pronouncing the nuptial blessing, and of celebrating the Holy Eucharist.

When both a bishop and a priest are present and officiating, the bishop should pronounce the blessing and preside at the Eucharist.

A deacon, or an assisting priest, may deliver the charge, ask for the Declaration of Consent, read the Gospel, and perform other assisting functions at the Eucharist.

Where it is permitted by civil law that deacons may perform marriages, and no priest or bishop is available, a deacon may use the service which follows, omitting the nuptial blessing which follows The Prayers.

It is desirable that the Lessons from the Old Testament and the Epistles be read by lay persons.

In the opening exhortation (at the symbol of *N.N.*), the full names of the persons to be married are declared. Subsequently, only their Christian names are used. Additional directions may be found on page 437 of the Book of Common Prayer.

Your rector will discuss with you the type of service you desire; i.e., Rite I or Rite II, with or without the Holy Eucharist (communion). If you've already been married by a Justice of the Peace or at the County Court House, the Blessing of a Civil Marriage may be appropriate for you. For information on the types of services, please refer to the Book of Common Prayer, beginning on Page 423.

### A. THE MARRIAGE

Procession to the altar? (Y/N) \_\_\_ Music? (Y/N) \_\_\_\_\_

Vows: \_\_\_ Repeated \_\_\_ Memorized \_\_\_ Read

Rings: \_\_\_ Two \_\_\_ One Other gifts \_\_\_\_\_

### B. PRAYERS

Lord's Prayer: \_\_\_ Traditional Version \_\_\_ Contemporary Version

Intercession: Read by \_\_\_\_\_

Changes: \_\_\_\_\_

### C. THE BLESSING OF THE MARRIAGE

\_\_\_ Prayer 1 (p. 430) \_\_\_ Prayer 2 (p. 431)

### D. THE PEACE

\_\_\_ Omit \_\_\_ Exchanged with wedding party \_\_\_ With congregation

### E. THE OFFERTORY

Bread and wine to be offered by couple? (Y/N) \_\_\_\_\_

Brought from \_\_\_\_\_

### F. THE EUCHARISTIC PRAYER

For Rite I: \_\_\_ Prayer I \_\_\_ Prayer II

For Rite II: Prayer: \_\_\_ A \_\_\_ B \_\_\_ C \_\_\_ D

(If using Prayer D: Name(s) to be remembered:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### G. THE DISMISSAL

\_\_\_ "Let us go forth in the Name of Christ"

\_\_\_ "Let us bless the Lord"

\_\_\_ "Go in peace to love and serve the Lord"

\_\_\_ Other

\_\_\_ "Let us go forth ... in the power of the Spirit"