ST. JOHN'S EPISCOPAL CHURCH | JACKSON HOLE

WEDDING INFORMATION

Procedures for all weddings at St. John's

The Episcopal Church in Jackson Hole is delighted you have chosen us to be the place you begin the next portion of your life's journey! Please read this information sheet carefully to avoid any confusion or disappointment. Please note especially the following:

The sooner you complete your application and return it to St. John's the greater is the likelihood that we shall be able to accommodate your request. *Please do not assume the building or the clergy are always available. Until the application is completed, including the non-refundable deposit, your wedding is not entered onto the parish or clergy calendars.*

These procedures have been carefully developed over many years and many weddings. They are not suggestions, but an explanation of how weddings take place at this parish. We appreciate your reading them carefully and following them in your planning. Please make two copies, keeping one for yourself and signing and returning the other with your application. Feel free to scan and email the signed documents to sarah@stjohnsjackson.org.

Church fees: The fee for a wedding at St. John's Chapel is $2,000; The Chapel of the Transfiguration is $3,000; St. John's Church is $3,500; For a full time residents of Teton County, WY the fee is $1,500 for all locations; For Pledging Members of St. John's Episcopal Church in good standing, the fee is $1000 for all locations.

A non-refundable deposit of $500.00 is due at the time of application to reserve your wedding. The remaining fee is due no later than 60 days prior to the wedding date; if it is not paid in full by then, the date will no longer be held.

A pledging member in good standing meets the following criteria: Members must be in good standing with St. John's for a minimum of one year. Non-attending children of members are eligible until the age of 25, after that they must also be a member in good standing in their own right. There are no exceptions.

The church fee covers the cost of the Chaplin, organist, maintenance, utilities, cleaning and overhead expenses. Please make the fee payable to St. John's Episcopal Church and send it with the wedding application and signed wedding information sheet, or you may pay online at https://donations.stjohnsjackson.org/ecjh/index.cfm. If permission for your wedding is not granted, we will make a full refund.

Photos: Because the wedding is first and foremost a worship service, *NO FLASH PHOTOGRAPHS* are permitted during the wedding, either by the professional photographer or by wedding guests. After-service photos are to be completed within one hour of the scheduled beginning of

the service. Stationary video cameras are allowed in designated places; ask the altar guild volunteer upon arrival.

Church membership: It is not required that you be a member of the Episcopal Church to be married at the Chapel of the Transfiguration or St. John's. **However, the canon law of the Episcopal Church requires that at least one of you must be a baptized Christian**. We hope that couples who come to St. John's seeking to be married here will be open to a discussion of the spiritual nature of their relationship and the place of God in their marriage.

Advance notice: Episcopal Canon Law requires at least 30 days advance notice before the scheduled date of a wedding. The 30 days are counted from the date we receive the completed application forms and fee at our church office. *In cases where an applicant is divorced, 60 days advance notice is required*.

Premarital counseling: Premarital counseling is required. The counseling may be done by your clergy or a professional counselor. Officiating clergy at St. John's provide counseling only for members in good standing for no cost, and non-members for a cost of $500. Please contact Father Ken or Mother Mary directly. Your counselor must send a letter of confirmation indicating the number of sessions attended and topics discussed, at least 30 days before the ceremony. This letter may be emailed to sarah@stjohnsjackson.org, or snail-mailed.

Marriage license: The marriage license must be issued in Wyoming. There is no waiting period in Wyoming and a blood test is not required. The Teton County Clerk's Office is at 200 S. Willow Street in Jackson and is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. The mailing address is: Teton County Clerk, P.O. Box 1727, Jackson, WY 83001. Marriage licenses may be obtained in another Wyoming county and brought to Jackson with you. *We cannot perform a wedding unless the license has been presented to the officiating clergy. You must give him/her your license at the wedding rehearsal or immediately upon arrival at the church if there is no rehearsal.*

Clergy: The officiating clergy will be the Rector or associate clergy of the Episcopal Church in Jackson Hole. Episcopal or Lutheran (ELCA) clergy may officiate with permission of the Rector and the Bishop. Clergy of other denominations may assist at the service when a written request is included with your application and permission is granted by the Rector. When visiting clergy are involved in a wedding, we make every effort to enable them to function in the manner desired by the couple and their families. If Holy Communion is to be included in your wedding, Episcopal and Lutheran (ELCA) clergy may officiate. St. John's clergy will normally conduct the rehearsal, but invites input from visiting clergy. Please contact the Rector at least 30 days in advance of the rehearsal if you have any questions. Please note that your Officiant may not be assigned to the wedding until 30 days prior.

Photographers, florists and wedding consultants: Make sure the persons you employ are familiar with the regulations for weddings at our facilities. All communication concerning the wedding must be done between the couple and the church office. *Please note: in all matters concerning the rehearsal or the ceremony itself, St. John's clergy will function as the wedding coordinator.* We have a list of photographers and florists who have worked with St. John's in the past.

Rehearsals: A rehearsal, although optional, should only be omitted when no music and/or no more than two attendants are desired. Rehearsals are usually scheduled for the day before the wedding. The Chapel of the Transfiguration rehearsals are held at St. John's Chapel in town. All rehearsals will start on time; if you or your attendants are more than 15 minutes late without communication, the rehearsal will be canceled.

The wedding service: The form of service is the "Celebration and Blessing of a Marriage" as contained in The Episcopal Book of Common Prayer, 1979. A written request for any additions or changes must be submitted to the Rector in writing no later than thirty days prior to the wedding; there are no exceptions.

Music: Music is chosen in consultation with the officiating clergy. If you wish the organist to play a special selection, you must make your request in writing and provide the sheet music. Musical selections must be approved by the church organist at least 30 days in advance of the ceremony. The parish organist has refusal rights on all weddings in the parish facilities. *If you wish to employ another musician, you may do so only with her permission and with these stipulations:*

- ✓ If you wish to have other musicians (strings, brass, harp etc), you must consult the parish organist. She will arrange musicians for you.
- ✓ The parish organist will be compensated for the ceremony at the usual rate from the fees that you pay. **There is no discount for using another musician.** It will be your responsibility to provide additional compensation to the guest musician.
- ✓ The parish organist will only be at the wedding rehearsal if it is pre-arranged. The rehearsal fee is an additional $100 for Pam. If Pam is unavailable, please ask about the Rehearsal Fee for a different parish organist.
- ✓ If you have a guest singer (s) or musician (s) who need organ or piano accompaniment, a rehearsal with the organist is required.
- ✓ The parish organist, or her designate, will review all musical selections for suitability in a marriage service in the Episcopal Church.
- ✓ If the wedding is in St. John's Church and you are having a guest musician, the parish organist will meet with the guest musician to ascertain the guest's ability to play and care for our pipe organ.
- ✓ After approval, the guest musician may arrange practice sessions on the organ through the church office.

Refreshments: No food or alcoholic beverages are permitted on church properties unless a pre-planned reception following the ceremony is scheduled in St. John's Hansen Hall. It is a good idea to bring bottled water for your wedding party and your guests.

Unity candle: We do not include the lighting of a unity candle in our wedding service. For those desiring to light a unity candle, we suggest it be done at the wedding reception, or at the rehearsal dinner as a symbol of intention.

Candles: The Altar Candles are the only candles permitted at the Chapel of the Transfiguration.

Flower petals: Flower petals, rice, birdseed, confetti and other items are not to be thrown or strewn anywhere inside or outside our buildings. Flower petals stain the floor surfaces; rice and bird seed pose a safety hazard to children and birds, and all tiny items present a cleaning problem for staff. Please do not distribute bubble-blowing kits to your guests, as the bubble mixture leaves a slippery and dangerous soap residue on the ground and/or sidewalks.

The Eucharist: Communion, the Lord's Supper, or Mass is available. Please notify the church office that you want communion and the number of people partaking.

Our Facilities:

The Chapel of the Transfiguration: The chapel is located in Moose, Wyoming within Grand Teton National Park, in the shadow of the Grand Teton Mountains. The window over the altar frames a view of the beautiful mountains. The Chapel will seat 65 people with additional seating outside (limited view), weather permitting. This is a very rustic building; built in 1925 with rough-hewn pews. It will accommodate small, simple weddings. *We have a small bride's cabin with restroom available for the bride and her attendants.*

Availability: The Chapel of the Transfiguration is available for weddings from Memorial Day through September 30th. Only two weddings per day can be scheduled at the Chapel and must be at least two hours apart. All days depend on the availability of our clergy, but please note that Sundays are not an available option. The Bride's cabin is available to the bride and family *one hour before the wedding*; *the church and grounds are closed to the public at the start of the wedding for the duration of the ceremony.*

The Wedding Rehearsal: Rehearsals are conducted at St. John's Chapel in the town of Jackson (on the corner of Glenwood and Gill, one block north of the Town Square).

Flowers: Two small vases of flowers are allowed at the altar and bouquets must not be taller than the altar cross, which is 18 inches high. Simple flower arrangements may be placed in the windowsills. Flowers or other decorations may not be placed on pews, walls, or the door of the Chapel or bell tower. For safety reasons, runners are not permitted down the aisle. Additional candles, arches, and stands are not permitted.

St. John's Church: St. John's Church is located at 168 North Glenwood Street. It was constructed of logs in 1995 and offers a wonderful setting for weddings. The seating capacity is 225 to 250 people. Additional seating may be obtained by utilizing the transepts or standing behind the back pews.

Availability: St. John's Church is available for weddings year round based on the availability of our clergy. Weddings may be scheduled during Lent only under special circumstances. Two weddings are allowed per day at least two hours apart. Sundays are not an available option.

Flowers: There is a maximum allowance of two vases or baskets of flowers on the flower pedestals near the altar. Any other decorations must be such that they may be easily set up during the first fifteen minutes of time provided for building use. Thumbtacks, tape, etc. are not allowed. For safety reasons, runners are not permitted down the aisles. Additional candles, arches and stands are not permitted without written permission at least 30 days in advance.

The wedding rehearsal: All rehearsals are conducted at St. John's Church.

St. John's Chapel: The Chapel is located at the corner of Glenwood Street and Gill Avenue in Jackson. It was built in 1915 of logs, and is listed on the National Register of Historic Sites. The historic beauty of St. John's Chapel provides a pristine setting for weddings. The seating capacity is approximately 100 people.

Availability: St. John's Chapel is available for weddings year round based on the availability of our clergy. Weddings may be scheduled during Lent only under special circumstances. Two weddings are allowed per day at least two hours apart. Sundays are not an available option.

Flowers: Two small vases of flowers for the altar are appropriate. Simple flower arrangements may be placed in the windowsills. Nothing may be attached to the walls or door of the Chapel. Thumbtacks, tape, etc. are not allowed. For safety reasons, runners are not permitted down the aisle. Additional candles are not permitted without written permission at least 30 days in advance.

The wedding rehearsal: All rehearsals are conducted at St. John's Chapel.

How to Schedule Your Wedding:
Complete and return the following to Sarah via email sarah@stjohnsjackson.org, or snail mail to PO Box 1690 Jackson, WY 83001:

1. Your Wedding Application including a signed copy of this form.
2. The non-refundable $500.00 Wedding deposit (this may be mailed in using a check or paid online at https://donations.stjohnsjackson.org/ecjh/index.cfm with a credit card)
3. If divorced, a copy of the final divorce decree or death certificate.

The church office will contact you to confirm your date and time, and provide you with any additional paperwork.

Thank you,
(The Reverend) J. Kenneth Asel, D. Min. Rector

We have read the Wedding Information Form and agree to abide by these procedures.

Bride Printed Name: _____

Bride Signature: _____

Groom Printed Name: _____

Groom Signature: _____

Date: _____

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