



WEDDINGS AT *Mt. Lebanon Chapel*

Dear Friends,

We welcome you to St. James Parish. We are honored to help you prepare for the Sacrament of Holy Matrimony. The occasion of a wedding is certainly a happy time. It is likewise a very sacred time, for it involves the making of a life-long commitment before God and other witnesses. I invite you to make the most of this period of preparation to lay the foundation of not only a joyful wedding, but a joyful marriage. At St. James, we consider it a privilege to be part of this special time in your life. Thank you for allowing us to take this journey with you.

If you should have questions/concerns, please contact the parish offices at 910.763.1628.

Blessings,

Phillip+

The Rev. C. Phillip Craig, Jr.



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BEGINNING THE PROCESS

Before the wedding date and time can be reserved, the couple must complete and sign the Wedding Information Form and the Wedding Fees Form found in **APPENDICES A & B**. Both forms should be returned to the attention of the Parish Coordinator at St. James Parish via email to coordinator@stjamesp.org, mailed to the church, or online at stjamesp.org/weddings.

Regarding potential dates, please be aware, Episcopal Weddings are not permitted during the season of Lent. If you have any questions, please don't hesitate to call the church at 910.763.1628.

Couples who are being married by a member of the clergy of St. James Parish are required to meet with the officiant several times prior to the wedding. If either member of the couple has been married previously, the clergy must obtain the permission of the Bishop of the diocese to officiate at least 30 days in advance of the wedding. We recommend sending the request well in advance of this deadline to allow adequate time for the Bishop's consideration and response.

Couples who are not members of St. James Parish may rent Mt. Lebanon Chapel (814 Airlie Road) for their wedding. If the couple would like to have a member of the St. James Parish clergy officiate the wedding, please contact our Parish Coordinator at coordinator@stjamesp.org to submit your request, or by completing the online version of the Wedding Information form. Once you've begun the request process, a member of the clergy will reach out to begin a discussion. If the couple is using a guest officiant for the wedding, the guest officiant is required to send a letter, or other correspondence, to the clergy of St. James Parish (address below). Please include the date and the nature of the event. The guest officiant should be from a recognized Christian denomination. The correspondence must be received and acknowledged in order for the wedding to be fully confirmed.

St. James Parish Clergy
ATTN: Guest Officiant
25 S. 3rd St
Wilmington, NC 28401



NORTH CAROLINA REQUIREMENTS FOR MARRIAGE

North Carolina state law requires that each couple obtain a marriage license from any County Courthouse. Bring your marriage license to the rehearsal. The clergy may not officiate at any wedding unless the license has been given to him or her ahead of time. Also, make certain that you have two legal witnesses available to sign the wedding license. **PLEASE SEE "APPENDIX C" for more information.**

LOCATION: MT. LEBANON CHAPEL (814 AIRLIE RD)

St. James Parish is the owner of Mt. Lebanon Chapel. All requests for weddings or any special services must be cleared on the church calendar before a wedding time and a date can be reserved. The facility fee must be submitted to officially be on the calendar. The Chapel is located in Airlie Gardens which is owned by New Hanover County. We ask that all conduct be courteous and respectful of the County's property. If photography within, or access to, the Gardens is desired, arrangements must be made with the Airlie Gardens office, 910.798.7709, prior to your event. Additional fees, payable to Airlie Gardens, will apply per Airlie Gardens policy. Once a wedding has been scheduled, all questions need to be addressed to the Mt. Lebanon Chapel Wedding Liaison. Correspondence should be addressed to:

Mt. Lebanon Chapel Wedding Liaison
St. James Parish
25 South 3rd Street, Wilmington, NC 28401
Office Contact: 910.763.1628

BUILDING USAGE

Mt. Lebanon Chapel and grounds are ideal for a picturesque wedding. However, due to the size of the chapel, the following guidelines apply:

- The Chapel seats up to 100 people. More can be accommodated outside of the chapel.
- Tents and outdoor seating are permitted, but cannot stay on-site overnight. These are supplied by third-party vendors, and their use must be approved by the Facilities Administrator at least six weeks prior to the wedding.
- Any vendor on the Mt. Lebanon Chapel grounds is the couple's responsibility.
- Accommodations for dressing/gathering are available but limited.
- Mt. Lebanon Chapel audio equipment can be used only in conjunction with our keyboard. Amplification for other devices must be arranged through third-party equipment unless St. James Parish clergy are officiating to make use of St. James Parish amplification equipment.
- There are designated parking areas for your guests. The appropriate parking areas are located between Mt. Lebanon Chapel and the graveyard, and along the circular drive in front of Mt. Lebanon Chapel.
- The use of alcoholic beverages is prohibited at all times on the Mt. Lebanon Chapel grounds.
- Smoking is prohibited at all times on the Mt. Lebanon Chapel grounds.
- Furniture in Mt. Lebanon Chapel is not to be moved or removed at any time. The prayerbooks (Book of Common Prayer) must be left in the pews.
- Mt. Lebanon Chapel is used for regular Sunday worship during the summer and other times.
- **The fees for facility use are found in "APPENDIX B".**



WEDDING MUSIC

Music at Mt. Lebanon Chapel needs to be coordinated with the officiant. The keyboard is available to be used by outside musicians with permission. If the couple would like to utilize the St. James Director of Music, please contact the Parish Coordinator at coordinator@stjamesp.org.



WEDDING PHOTOS

Photographers and videographers should remain either in the back pews of Mt. Lebanon Chapel or outside viewing through the windows. Flash photography/lighted videography are not permitted. The photographer and videographer may connect with the officiant prior to the service for any questions pertaining to these requirements. No photos may be taken in Airlie Gardens without express permission from the Airlie Gardens office.

WEDDING SERVICE BULLETIN

If the couple would like a service bulletin, they are responsible for designing their own wedding program and having them printed. Samples of past wedding programs may be obtained at the church office. The clergy overseeing the wedding needs to review and approve the program before it is printed.

FLOWERS AND DECORATIONS

- No glitter, confetti, rice, birdseed, or petals are permitted inside the Chapel.
- Two candlesticks with candles on the altar are permitted. No other candles, including a unity candle, are permitted.
- Flowers and greenery are permitted, but artificial flowers and greens are not. The decorations must be removed from Mt. Lebanon Chapel before leaving the premises.

PREPARATIONS FOR REHEARSAL

The couple has particular responsibilities at the time of the rehearsal. Please make sure that all participants in the wedding come to the rehearsal (wedding party members, parents, readers). The Mt. Lebanon Chapel gate will be opened thirty minutes prior to the rehearsal.

Day of Wedding

- One Hour Before Wedding: Mt. Lebanon Chapel gate opens
- Thirty Minutes Before Wedding: All wedding party members have arrived
- Twenty Minutes Before Wedding: Musical Prelude may begin
- Fifteen Minutes Before Wedding: Officiant in place
- Five Minutes Before Wedding: Final ushering completed
- On the hour: Procession begins

Please note, guests should not wander into the Airlie Gardens Grounds without express permission from Airlie Gardens.



APPENDIX A: WEDDING INFORMATION FORM

Form p. 1 of 2

MT. LEBANON CHAPEL WEDDINGS

Phone: 910.763.1658 Fax: 910.762.5115

Complete and return to St. James Parish, 25 S. Third Street, Wilmington, NC 28401 or coordinator@stjamesp.org.
If you prefer, you may fill out this form online using the webform found at stjamesp.org/weddings.

SPOUSE 1 Please complete this section:

LEGAL NAME: (First) _____ (Middle) _____ (Last) _____

PREFERRED NAME (for the wedding): _____

CURRENT ADDRESS: _____

CITY: _____ COUNTY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: AM _____ PM _____

EMAIL ADDRESS: _____ DATE OF BIRTH (mm/dd/yy): _____

STATUS: Never Before Married Widowed Divorced Number of times Married: _____

PARENT 1 FULL NAME: _____ Living Deceased

PARENT 2 FULL NAME: _____ Living Deceased

CHURCH AFFILIATION- Please select one of the below options:

- | | |
|---|---|
| <input type="checkbox"/> Active pledging member of St. James Parish | <input type="checkbox"/> Non-pledging member of St. James Parish/Visiting
Episcopalian |
| <input type="checkbox"/> Relative of an active pledging member of St. James
Parish | <input type="checkbox"/> No St. James Parish or Episcopal affiliation |

OCCUPATION: _____

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**SPOUSE 2** Please complete this section:

LEGAL NAME: (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

PREFERRED NAME (for the wedding): \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: AM \_\_\_\_\_ PM \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DATE OF BIRTH (mm/dd/yy): \_\_\_\_\_

STATUS:  Never Before Married  Widowed  Divorced Number of times Married: \_\_\_\_\_

PARENT 1 FULL NAME: \_\_\_\_\_  Living  Deceased

PARENT 2 FULL NAME: \_\_\_\_\_  Living  Deceased

CHURCH AFFILIATION- Please select one of the below options:

- |                                                                                       |                                                                                           |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Active pledging member of St. James Parish                   | <input type="checkbox"/> Non-pledging member of St. James Parish/Visiting<br>Episcopalian |
| <input type="checkbox"/> Relative of an active pledging member of St. James<br>Parish | <input type="checkbox"/> No St. James Parish or Episcopal affiliation                     |

OCCUPATION: \_\_\_\_\_

INTENDED ADDRESS AFTER MARRIAGE: \_\_\_\_\_

PARTICIPATING CLERGY:  We would like to use clergy from St. James.  We will provide our own clergy.

Please list any known participating clergy: \_\_\_\_\_

DESIRED DATE OF WEDDING (mm/dd/yy): \_\_\_\_\_ DESIRED TIME OF WEDDING: \_\_\_\_\_

DESIRED DATE OF REHEARSAL (mm/dd/yy): \_\_\_\_\_ DESIRED TIME OF REHEARSAL: \_\_\_\_\_

Would you like to request a consultation for an onsite reception?  Yes  No

PLEASE LIST ANY KNOWN THIRD-PARTY VENDORS HERE:

FLORIST: \_\_\_\_\_

PHOTOGRAPHER: \_\_\_\_\_

VIDEOGRAPHER: \_\_\_\_\_

WEDDING COORDINATOR: \_\_\_\_\_

OTHER: \_\_\_\_\_

NOTES: Are there any special accommodations that we may need to be aware of? \_\_\_\_\_

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**Once completed, please return this form to St. James Parish either email addressed to coordinator @stjamesp.org or by mail to:  
ATTN: Wedding Forms  
St. James Parish  
25 S. Third Street,  
Wilmington, NC 28401**

*If you have completed your forms online via the intake page found at stjamesp.org/weddings, mailing or emailing a copy of this form will not be necessary.*

## APPENDIX B: FACILITY USE AGREEMENTS & WEDDING FEES

### MT. LEBANON CHAPEL (814 Airlie Road) FACILITY USE AGREEMENT

Phone: 910.763.1658 Fax: 910.762.5115

Complete and return to St. James Parish, 25 S. Third Street, Wilmington, NC 28401 or [coordinator@stjamesp.org](mailto:coordinator@stjamesp.org).

#### *Mt. Lebanon Chapel (814 Airlie Road) Facility Fees ~ Minimum Donations:*

- Active pledging member of St. James Parish - \$500
- Immediate Family of an active pledging member of St. James Parish - \$1,000
- All other interested in reserving facilities at Mt. Lebanon Chapel - \$3,000

This fee is to be paid before a wedding/ event can be scheduled. The entirety of this fee is donated to the preservation of Mt. Lebanon Chapel and its grounds. With written notice of cancellation 60 days prior to the event, 50% of the fee will be refunded. If canceled less than 60 days before the event date, the entire fee is forfeited. If the cancellation is due to severe weather or public health crisis, there is no penalty. However, the event must be rescheduled at Mt. Lebanon Chapel. This form must be signed and returned before a wedding can be scheduled on the calendar.

#### **The facility fee includes only the following:**

- The use of the Mt. Lebanon Chapel and restrooms
- Application and paperwork administration
- Opening and closing the facility, including the gate, Mt. Lebanon Chapel, and restrooms for both the rehearsal and the wedding

#### **The facility fee does NOT include the following:**

- Clergy honorarium
- Sexton fee: Cleaning the Mt. Lebanon Chapel and restrooms prior to the event, etc.
- Mt. Lebanon Chapel Liaison
- Music
- Flowers, or other third party vendors
- Tents or seating outside Mt. Lebanon Chapel
- Heating Mt. Lebanon Chapel
- Access to or photos in Airlie Gardens
- Onsite attendance of St. James Staff during rehearsal and wedding ceremony

Please make your check for Mt. Lebanon Chapel Facilities payable to St. James Episcopal Church and return it along with this completed form to:

ATTN: "Wedding at Mt. Lebanon Chapel"

St. James Parish

25 S. Third Street Wilmington, NC 28401

#### ***On the day of the rehearsal please bring SEPARATE checks for the following:***

- Sexton Fee: \$200
- Mt. Lebanon Chapel Liaison: \$300
- Clergy honorarium minimum recommendation (if using St. James Clergy): \$400
- Music (if using St. James Director of Music): \$300

### FORMAL AGREEMENT

We, SPOUSE 1 (print) \_\_\_\_\_ & SPOUSE 2 (print) \_\_\_\_\_ have read the full Agreement for the Use of Mt. Lebanon Chapel and will use as our reference as we make our wedding plans. Mt. Lebanon Chapel Liaison will mail you an accepted copy of this form for your records. If you have any questions, please call St. James Parish 910.763.1628. Please call at any time regarding changes in your schedule.

Please note, if you are having a winter wedding, heat may be provided for an additional fee. You may not bring or use your own heaters. To obtain an approved heat source, please call St. James Parish and reach out to our Facilities Administrator. Any unnecessary risk of our historic facility will not be tolerated.

SPOUSE 1 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SPOUSE 2 SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **APPENDIX C: NC STATE REQUIREMENTS**

*For the most up to date information regarding state requirements, please visit: [nccourts.gov/help-topics/divorce-and-marriage/marriage](https://nccourts.gov/help-topics/divorce-and-marriage/marriage)*

*For the most up to date information regarding New Hanover County requirements, please visit the New Hanover County Register of Deeds Website: [registerofdeeds.nhcgov.com](https://registerofdeeds.nhcgov.com)*

Both Spouses must be present when the license is issued. In cases of extreme hardship when one applicant is unable to appear (i.e. deployment, confinement in hospital, nursing home, or prison), the individual who is unable to appear in person must submit a sworn and notarized affidavit in lieu of appearance. The affidavit, along with the required identification for both parties, must be presented by the individual appearing in person.

The fee for a Marriage License is dependent on which county you will be married in. Both St. James Parish and Mt. Lebanon Chapel are located in New Hanover County; fees specific to this location may be found at [registerofdeeds.nhcgov.com/services/marriage-application](https://registerofdeeds.nhcgov.com/services/marriage-application). If you are interested in a Certified Copy of your Marriage License, there will likely be an additional fee depending on the county. The following must be presented from both spouses before a license will be issued:

- Applicants for Marriage in New Hanover County must provide Picture ID with date of birth.
- Certified copies of birth certificates must be provided if either Bride or Groom is under the age of 21 (if birth certificate is from another country, couple must also provide a certified translation).
- An acceptable proof of social security numbers or ITIN number (Will accept W2 or statement from Social Security Administration).

*\*If you have been divorced in the last 60 days you must bring your divorce papers.\**

More New Hanover County specific information may be obtained through the New Hanover County Clerk of Court's Office at 910.772.6600.

The wedding must be performed within 60 days after the license is issued. If the wedding does not take place within 60 days following issuance of the license, another license must be issued before the wedding is legal.





# ST. JAMES PARISH

25 S. Third Street  
Wilmington, NC 28401

NONPROFIT ORG.  
U.S. POSTAGE PAID  
WILMINGTON, NC  
PERMIT NO. 298

## **ST. JAMES VISION STATEMENT**

To build community through ministries that  
strengthen our faith.

## **ST. JAMES MISSION STATEMENT**

To welcome all to grow in love of God and neighbor.

25 S. Third Street | Wilmington, NC 28401

Visit Us Online: [stjamesp.org](http://stjamesp.org)

Facebook: [facebook.com/stjamesp](https://facebook.com/stjamesp)

Instagram: [@stjamesparish](https://instagram.com/stjamesparish)

Office: 910-763-1628