



WEDDINGS AT *St. James Parish*

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.



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 **APPENDICIES A & B**. Both forms should be returned to the attention of the Parish Administrator at St. James Parish via email to admin@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.

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.

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 Street
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.**

ST. JAMES PARISH WEDDINGS

Please note that no wedding will begin after 7:00 pm, and no wedding may be scheduled within three hours of a previously scheduled wedding or rehearsal. Weddings may be scheduled at any time of the year except during Lent.

MARRIAGE CONDITIONS FOR ST. JAMES

In order to be married at St. James (25 S. Third Street), one of the following conditions must be met:

1. One member of the couple must be a baptized Christian who is an active, regularly attending and current pledging member of St. James.
2. One member of the couple grew up attending St. James or related to an active pledging member but not presently an active pledging member of St. James themselves.
3. One member of the couple is baptized and a member of another Episcopal parish, living outside Wilmington (considered upon request.) See "APPENDIX B" for fees.



ASSISTING VISITING CLERGY FOR WEDDINGS

Priests from outside the parish may assist in a wedding with the consent and invitation of the Rector. It is the responsibility of the visiting clergy to contact the Rector to obtain written consent. A member of the clergy from St. James will participate in all weddings at St. James Parish.

WEDDING COORDINATOR

Wedding directors/coordinators are not permitted to run the wedding rehearsal or liturgy. The officiant is in charge of the wedding service and will conduct the rehearsal. Upon notification from the clergy, a member of the St. James Wedding Guild will assist the clergy during the rehearsal and wedding. The Guild member will contact the couple before the wedding.

THE WEDDING LITURGY

Weddings at St. James must conform to the liturgy for the Celebration and Blessing of a Marriage found in the Book of Common Prayer or approved liturgies from The General Convention of The Episcopal Church.

WEDDING MUSIC

All wedding music, including vocalists and instrumentalists, must be approved and coordinated by the St. James Director of Music. It is expected that the St. James Director of Music will play at any wedding held at St. James unless permission for a substitute is given by the clergy. Any substitute will be required to discuss music selections with the St. James Director of Music. Please note that vocalists and instrumentalists are expected to rehearse with the St. James Director of Music prior to the wedding day and may be required to attend the wedding rehearsal. It is the responsibility of the couple to alert additional musicians of these expectations. The fee for the organist can be found on in "APPENDIX B" and should be paid on or before the rehearsal. An additional fee may be charged if extra rehearsals with soloists and instrumentalists are necessary.

BUILDING USAGE

Due to the size and layout of the buildings, the following guidelines apply:

- The St. James Sanctuary seats up to 500 people.
- Guest registries should be used at the wedding reception as the vestibule is too small to accommodate guests waiting to sign.y.
- The Choir Vesting Room (equipped with a private bathroom, full-length mirrors, seating, and outlets) and the Lippitt Room are available for the wedding party to prepare before the wedding.
- The parish employs grounds and maintenance team members (Sextons) who are not paid by the church for special services, like weddings. A Sexton will open the facility two hours before the event, remain on the premises, and must clean following the wedding. Therefore, a fee has been set as payment for the Sexton's services.
- A Church facilities fee is added for a wedding.
- Due to safety and environmental concerns, any "send-off" plans must be approved by the Parish Administrator.
- **The fees for the Sexton and facility use are found in "APPENDIX B".**

FLOWERS AND DECORATIONS

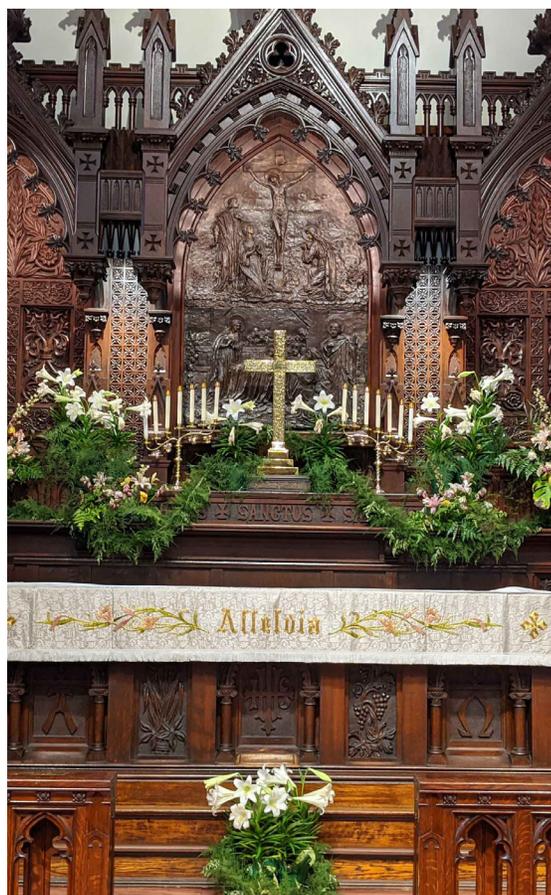
Decorations for a wedding will include two vases of flowers on the altar. The arrangements should not be taller than the cross and placed in liners no more than six inches in diameter. The Altar Guild will place the liners in the church's vases. Flowers or ribbons may be used to designate family pews. Artificial flowers, greenery and decorations on outside doors are not to be used. Appropriate flowers and greenery may, however, be placed on the railing in front of the church, facing S. Third Street. The altar flowers should be delivered to the sanctuary no sooner than 9 am the day of the wedding. Flowers for the wedding party may be delivered up to one hour and fifteen minutes before the service. Flowers from the altar may not be taken to the reception, but will remain on the altar for the Sunday services in thanksgiving for the marriage. Flameless window candles may be used so long as they are provided by the Wedding Party or Florist. **See "APPENDIX D" for more information.**

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. Plan to have a member of your wedding party or other designated individuals hand out programs at the landing of the outside stairs of the church.

WEDDING PHOTOS

Pictures on the ground level of the sanctuary are not permitted during the wedding, either by a professional photographer or by guests. Photography without flash and unlighted videotaping may be accomplished from the church balcony, but the photographer must speak with the clergy to ensure that there is no conflict. Videographers and/or photographers using the balcony must have all their equipment set up before the beginning of the prelude (at least 45 minutes before the wedding) and should consult with the St. James Director of Music or Sexton regarding placement. If a program is used, the following statement must be included: "Wedding guests are asked to honor the Church's policy prohibiting photography during all worship services."



WEDDING RECEPTIONS

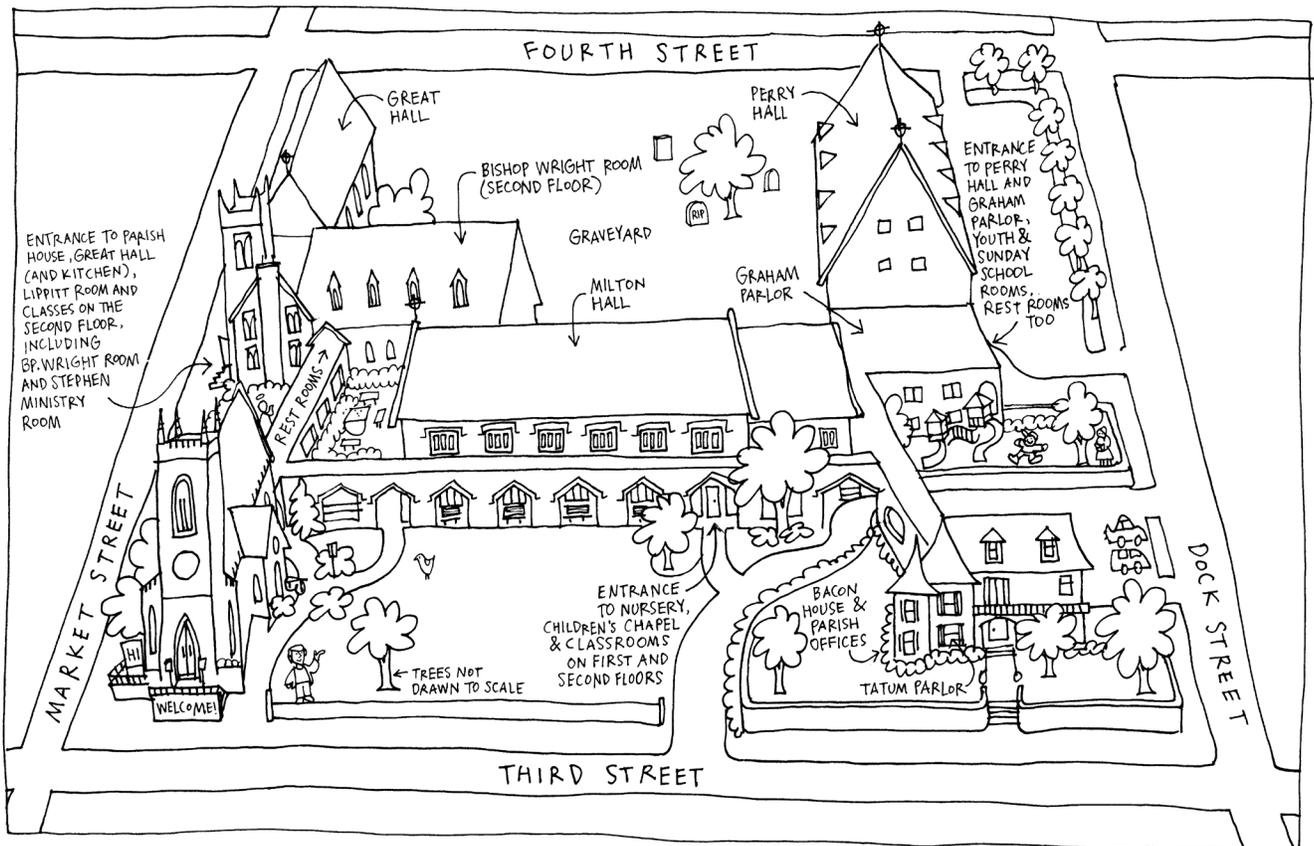
St. James (25 S. Third Street) has two halls available for receptions provided that arrangements are made well in advance. The Great Hall accommodates 100 people and Perry Hall accommodates 400 people. You are responsible for making necessary arrangements with the church office, for securing your own caterer (offsite preparation only), and for leaving the facility in proper condition. Alcoholic beverages may be served or consumed in the Great Hall and Perry Hall provided that the St. James Parish "Policy on Service of Alcoholic Beverages" is followed and signed by all involved parties. The fees for the Great Hall and for Perry Hall can be found on the fees page. The St. James Sexton must be present during the reception for an additional charge. **Fees may be found in "APPENDIX B".**

PREPARATIONS FOR REHEARSAL

The couple has particular responsibilities at the time of the rehearsal. Please make certain that all participants in the wedding attend the rehearsal. This includes wedding party members, parents of the couple, and readers.

Day of Wedding

- Two Hours Before Wedding: Sexton Arrives
- Ninety Minutes Before Wedding: Wedding Party Arrives
- One Hour Before Wedding: Ushers go to the front of the Church
- Thirty Minutes Before Wedding: Musical Prelude Begins
- Twenty Minutes Before Wedding: Altar Candles Lit
- Twenty Minutes Before Wedding: Wedding party not in procession gathers in Sacristy
- Fifteen Minutes Before Wedding: Mothers/Grandmothers to back of the Sanctuary
- Ten Minutes Before Wedding: Grandmothers walking down the aisle to the front of the Church
- Five Minutes Before Wedding: Mothers Seated
- On the hour: Procession Bells Ring and procession begins



APPENDIX A: WEDDING INFORMATION FORM

Form p. 1 of 2

ST. JAMES PARISH WEDDINGS

Phone: 910.763.1658 Fax: 910.762.5115

Complete and return to St. James Parish, 25 S. Third Street, Wilmington, NC 28401 or admin@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:

Active pledging member of St. James Parish

Non-pledging member of St. James Parish/Visiting
Episcopalian

Relative of an active pledging member of St. James
Parish

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:

Active pledging member of St. James Parish

Non-pledging member of St. James Parish/Visiting  
Episcopalian

Relative of an active pledging member of St. James  
Parish

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 [admin@stjamesp.org](mailto:admin@stjamesp.org) or by mail

to:  
ATTN: Wedding Forms  
St. James Parish  
25 S. Third Street,  
Wilmington, NC 28401

# APPENDIX B: FACILITY USE AGREEMENTS & WEDDING FEES

## ST. JAMES PARISH (25 S. Third Street) 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).

Fees and donations listed below must be paid in full to the church office which shall include the music, sexton, clergy, and building usage fees. The building usage fee must be paid first in order to secure St. James Parish for the desired date. The music, sexton, and clergy honorarium checks must be brought on the day of the rehearsal. Failure to submit these fees may result in postponement or cancellation of the event. This form must be signed and returned before a wedding can be scheduled on the calendar.

### St. James Parish (25 S. 3rd St) Facility Fees:

- Active pledging member of St. James Parish - \$500
- Relative of an active pledging member of St. James Parish - \$1,000
- Non-pledging member of St. James Parish who is a visiting Episcopalian - \$5,000

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 St. James Parish.

### The facility fee includes only the following:

- The use of St. James Parish sanctuary and restrooms
- Cleaning St. James Parish and restrooms prior to the event
- Onsite attendance of St. James Staff during rehearsal and wedding ceremony
- Application and paperwork administration
- Opening and closing the facility for both the rehearsal and the wedding

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

- Clergy honorarium
- Sexton fee
- Music
- Flowers, or other third party vendors
- Reception halls (if used for reception):
  - Great Hall Facility Fee - \$800 (plus additional sexton fee of \$200)
  - Perry Hall Facility Fee - \$1,200 (plus additional sexton fee of \$200)

Please make your facility fee check for payable to St. James Episcopal Church and return it along with this completed form to:

ATTN: "Wedding at St. James"

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: \$300
- Clergy honorarium minimum recommendation: \$400
- St. James Director of Music (if used): \$300

### FORMAL AGREEMENT

We, SPOUSE 1 \_\_\_\_\_ & SPOUSE 2 \_\_\_\_\_ have read the full Agreement for the Use of St. James Parish and will use as our reference as we make our wedding plans. St. James Parish Wedding Guild 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.

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

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

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OFFICE USE ONLY

Fee Paid on: _____ check # _____

NOTES:

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

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

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. 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.

APPENDIX D: ALTAR FLOWERS DIAGRAM

Flowers should not be taller than the cross. There are two vase options to choose from as illustrated below.



Vase Size 1:
Inside Diameter: 7 1/4"
Height: 9 1/2"

Shelf for flowers located
on Altar Retable behind
Altar.

Vase Size 2:
Inside Diameter: 5 1/2"
Height: 13"

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

Facebook: facebook.com/stjamesp

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

Office: 910-763-1628