

*Christ Church, North Conway and
Chapel of the Transfiguration, Bretton Woods
The Episcopal Parish of the Mount Washington Valley in New Hampshire*

Marriage Information and Application

Marriage is a solemn rite of the church, a deeply personal matter affecting two people (and their families), and—in this jurisdiction—a matter of civil law. This document will give you some important information about marriage, and the attached forms will gather the information needed from you. An additional form will assist you in planning the ceremony. Please do not fill out any of these forms except this Application, and “Information Concerning the Couple” until after you have met with the priest. The forms are provided here for your information only.

The Episcopal Church believes and teaches that Holy Matrimony is a solemn and public covenant made in the presence of God. The church holds marriage to be a lifelong union, in heart, body, and mind; it further teaches that it is intended by God for mutual joy, for the help and comfort given one another in prosperity and adversity, and—when it is God’s will—for the gift and heritage of children, and their nurture in the knowledge and love of the Lord.

You will both sign a declaration that you understand this teaching and intend to make your best effort to fulfill it, with God’s help. The declaration is included as part of this application (*please do not fill it out until after your pre-marriage instruction sessions with the priest*).

The church requires the following:

- 1. Baptism Requirement.** A Christian wedding requires that at least one party has received the sacrament of Christian Baptism. **(See footnote)*
- 2. Church Marriage Application.** Those wishing to wed must apply for marriage with the priest no less than 30 days before the ceremony is to take place. *(This requirement may be waived for weighty cause.)*
- 3. Legal right to marry.** Both of you must have the legal right to contract marriage (*age, termination of previous marriages, etc.*)
- 4. State Marriage License.** Both of you must have the legal right to contract marriage according to the laws of the state of New Hampshire. *(You must obtain a license and deliver it to the priest by the wedding rehearsal.)*
- 5. Declaration of Intention, Capacity, and Consent.** You must certify to the priest that you freely and knowingly consent to the marriage, and do so without fraud, coercion, mistake as to identity, or mental reservation.

**(There are additional requirements for inter-faith marriage, and for marriages between an Episcopalian and a member of the Roman Catholic Church. In the case of a Christian marrying a non-Christian, pre-marital counseling should identify any potential problems, respect the faith of each party, and bear witness to the Christian faith in an invitational rather than proselytizing manner. The Roman Catholic Church does not recognize marriages performed by Episcopal clergy for members of the Roman Catholic Church UNLESS a dispensation has been obtained.)*

6. **Pre-marital Counseling.** Preparation should be sufficiently flexible to focus on a couple's specific needs. You must receive instruction from the clergy (or someone known to them) on the nature, meaning, and purpose of marriage. This will involve multiple sessions, arranged at an agreed time. The final session may also include time spent planning the liturgy. Both persons wishing to wed must be present at all sessions.
7. **Witnesses.** At least two witnesses must be present at the solemnization.
8. **Canonical Registration of the Marriage.** The marriage must be registered in a proper Church register.
9. **Rector's right.** It lies within the discretion of the Rector of the parish to decline the solemnization or blessing of any marriage within the parish's worship spaces.
10. **In case of previous marriage(s).** If either spouse has been marriage to a person still living, the following addition requirements must be met:
 - a. The clergy must examine the documentations and evidence that any prior marriage has been annulled or dissolved by a final judgement or decree of a civil court of competent jurisdiction. These papers may be presented at the times of applications, or at the first session of marriage instruction.
 - b. You are advised that continuing concern must be shown for the well-being of the former spouse and any children of the prior marriage.
 - c. The permission of the bishop of the Diocese of New Hampshire must be obtained before the marriage may be solemnized. This requires the completion of a Remarriage Application form found on the diocesan website through the link below:
<https://www.nhepiscopal.org/visitation-officiation-and-marriage-forms>.

By completing this application, I signify my understand of the forgoing, and my willingness to abide by these conditions and fulfill these requirements.

Printed Name

Printed Name

Signature

Signature

Date

Date

PARISH USE:

Deposit Amount:	Requested Wedding Date:	Requested Location:
Person receiving Application:	Application Approved by Rector:	Approval letter sent:

Information Concerning the Couple

Application Date: _____

Spouse A's Full Name:		
First Name:	Middle Name:	Last Name:
Spouse A's Information:		
Birth Day:	Birth Month:	Birth Year:
City of Birth:	State of Birth:	Country of Birth:
Current Street Address:		
City:	State:	Zip:
Telephone:	E-mail:	
Parent 1's First Name:	Parent 1's Middle Name:	Parent 1's Last Name:
Parent 1's Maiden Name if applicable:	Parent 1's Residence:	
Parent 2's First Name:	Parent 2's Middle Name:	Parent 2's Last Name:
Parent 2's Maiden Name if applicable:	Parent 2's Residence:	
Spouse A's Marital Status:		
<input type="checkbox"/> Never married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced Number of this intended marriage: _____		
Date and place of most recent previous marriage:		
Ages of children of previous marriage(s):		
Have you any obligations regarding the well-being of your former spouse or children? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you carrying out these responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you plan to continue? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date and place of divorce decree / annulment:		
Permission from bishop to remarry obtained: [clergy fill in info here]		
Spouse A's Church Status:		
<input type="checkbox"/> Baptized in the _____ church		
<input type="checkbox"/> Confirmed in the _____ church		
<input type="checkbox"/> Communicant the _____ church		
Name of parish/congregation where you worship:		

Information Concerning the Couple Continued

Spouse B's Full Name:		
First Name:	Middle Name:	Last Name:
Spouse B's Information:		
Birth Day:	Birth Month:	Birth Year:
City of Birth:	State of Birth:	Country of Birth:
Current Street Address:		
City:	State:	Zip:
Telephone:	E-mail:	
Parent 1's First Name:	Parent 1's Middle Name:	Parent 1's Last Name:
Parent 1's Maiden Name if applicable:	Parent 1's Residence:	
Parent 2's First Name:	Parent 2's Middle Name:	Parent 2's Last Name:
Parent 2's Maiden Name if applicable:	Parent 2's Residence:	
Spouse B's Marital Status:		
<input type="checkbox"/> Never married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced Number of this intended marriage: _____		
Date and place of most recent previous marriage:		
Ages of children of previous marriage(s):		
Have you any obligations regarding the well-being of your former spouse or children? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you carrying out these responsibilities? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you plan to continue? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date and place of divorce decree / annulment:		
Permission from bishop to remarry obtained: [clergy fill in info here]		
Spouse B's Church Status:		
<input type="checkbox"/> Baptized in the _____		church
<input type="checkbox"/> Confirmed in the _____		church
<input type="checkbox"/> Communicant the _____		church
Name of parish/congregation where you worship:		
Address of couple After marriage:		
Street Address:		
City:	State:	Zip:

Concerning the Ceremony

The Episcopal marriage rites are among the most beautiful services of the entire church. The clergy are responsible for ensuring the dignity of the service, and have final authority over all aspects of the conduct of the service. They will do their best, working with you in planning the celebration, to accommodate your wishes with the limits of church authority. The Rector of the parish has final authority over all aspects of worship, including weddings, within the parish.

OFFICIANT

All services are to be conducted by an Episcopal priest or bishop. (*Ministers from other traditions may be invited to participate in the service but cannot be responsible for conducting the Episcopal rite*).

The priest who is to solemnize the marriage must request permission in writing to preside from the Rector.

THE RITE

All weddings held in our worship spaces must conform to the worship tradition of the Episcopal Church as found in the 1979 [Book of Common Prayer](#) or its other authorized trial rites. In addition to choosing a rite that is appropriate, there are also many options withing each rites.

[“The Witnessing and Blessing of a Marriage”](#) and [“The Celebration and Blessing of a Marriage \(2\)”](#), are authorized for trial use by the Episcopal Church for all couples.

The wording of the vows may **NOT** be altered.

Celebration of the Holy Eucharist is optional. Note that it is inappropriate to have communion “just for the bride and

groom”—if there is a to be Communion, all Baptized Christians who are able to receive Communion in their own churches are welcome to receive Communion in the Episcopal Church, and all are welcome to come forward and reverence the blessed Sacrament.

The priest is solely responsible for the conduct of the service, and pronounces the blessing (and celebrates the Eucharist). Other assisting minsters may take part, in consultation with the priest. **A professional wedding planner has no authority or say within the church**, and must work under the authority of the priest, should the couple employ the services one.

The couple may choose a family member or friend to read one or two of the readings of Holy Scripture. The priest or a deacon will read the Gospel, and the priest will preach the sermon.

MUSIC

If you wish to have music for your wedding, **you must contact the church musician**, who has the right of first refusal for all weddings in our parish. The music fee and any other music costs (for soloist) must be paid by cash or money order **no later than the wedding rehearsal**. If the church musician is unavailable, a substitute may be arranged with the church musician. All arrangements for singers or instrumentalist must be made through the church musician.

The normal pattern of musical pieces is as follows: a 20 to 30 minute prelude before the wedding, a hymn (or instrumental piece) for the procession in, hymns and other service music as needed during the liturgy, and a hymn or instrumental piece for the procession out.

All vocal texts must have the priest's approval. Texts of hymns and other music must be from the *Hymnal 1982*, the *Book of Common Prayer*, or directly from Holy Scripture. Texts of a secular source are not permitted, nor are semi-religious songs.

The secular "traditional" wedding music of Mendelssohn and Wagner is not used; there are alternatives, which are more suitable for Episcopal weddings.

It will be your responsibility to contact the church musician, to request a copy of appropriate music and to set up a time to plan the service music with them.

It is the norm that the musician to be present for 30 minutes of the wedding rehearsal. Please plan to rehearse all parts of the ceremony that involve music (processional, recessional, etc.) during the first part of the rehearsal.

PHOTOGRAPHY

The officiant has the final authority on all matters concerning photography.

We understand the importance that most married couples place upon the preservation of their wedding day in photographs, and will provide opportunities for pictures to be taken before and/or after the ceremony.

All pre-wedding photographs taken inside the worship space must be concluded no less than 45 minutes prior to the beginning of the service. All photographs made in the worship space must be of a sacred nature only; less formal pictures should be reserved for the reception.

Flash photography of any kind during the wedding ceremony itself is not allowed. At the end of the service, it is permissible for the photographer to stand in the narthex

and take flash photos of the couple as they leave the church.

If group photographs of the wedding party in front of the altar are desired, they may be made after the congregation has left. If any photographs are to include the officiating priest, it will be greatly appreciated if they could be in the first photograph(s). We also suggest that posed pictures of the wedding party be taken prior to the service.

VIDEO RECORDING

Video recording of the service may be done provided the camera is stationary, capable of running without a camera operator, and does not require the use of lighting beyond that which is already used by the church. No portable microphone may be used. Please discuss with your officiant, prior to the service, on where the videographer should set up. The officiant has the final authority on all matters concerning videography.

REHEARSAL

A rehearsal is required within the week prior to the ceremony. All major participants (the couple, principal attendants, and parents if they are participating) must be present. Rehearsal normally takes about one hour. A copy of the wedding invitation must be sent to the priest.

TIMELINESS

The time for the wedding must be chosen with care. Please see below on page 8 to learn about our timeless fee. Also, if the wedding party is not ready to begin within one hour from the appointed time, the wedding will be cancelled and you will forfeit the deposit and all fees.

FEE & COST

A complete schedule of fees accompanies this pamphlet on page 8. Please read it carefully.

Regarding our fees, there is an old story told among preachers: a couple with no prior connection to a church came in wanting to get married. Their first question to the preacher: “How much will it cost to book you and this church for our wedding?” The preacher responded, “Oh, I’ll be happy to accept the same fee as the photographer, and we’ll set the charge for using the Church at half what you’re paying for a reception hall.” The couple were aghast, appalled the church should cost so much. The preacher asked, “Can the photographer marry you?”

The point of this parable is that sacrificial offerings by the current and past members of Christ Church have built and maintained these two sanctuaries for the worship of

God. Weddings in the Episcopal Church are an act of worship too, and it takes a lot of resources to make all our offerings of worship possible. The sacrificial offerings of Christ Church’s current members, are the means by which the clergy and lay staff are paid, the buildings maintained, and ministries offered to the community and world. Those offerings—financial, the faithfully given skilled and technical labor, and thousands of volunteer hours—make our sanctuaries available for you. Many volunteer hours, faithfully offered prayers, and parishioners’ dollars will help your wedding happen.

We are thrilled to offer this ministry to you. We hope it will be an entrée for you into our parish life. If not, then we hope you will receive our ministry to you with gratitude, and be pleased to consider our “fees” as your own thank-offerings for our wedding gift to you of hosting your ceremony.

SCHEDULE OF FEES

All fees (*and lateness deposit*) are due no later than the wedding rehearsal.

Clergy: Clergy prepare couples and celebrate weddings as part of their ministry, and do not charge a fee. It is still appropriate to give an honorarium directly to the priest however in thanksgiving for their time, skill, and care in helping prepare you for this sacrament. Please know that our priest is only paid part-time by our parish, and is not compensated for his time doing marriage preparation instruction nor for performing weddings for anyone not a member of the parish; an honorarium of \$1,000 is recommended.

Music: The church musician will need to be paid by the couple. Usually, the fee is between \$400 to \$800. The couple is responsible for the fees for any instrumentalists or singers whose services have been arranged in consultation with the church musician. The church musician may have other engagements, and it is imperative that services be arranged as soon as possible. The clergy can provide you the church musician's contact information.

Flowers: The wedding party is responsible for all expenses related to flowers and/or other decorations, and arranging for the delivery of flowers to the church through the Head Sacristan. The clergy can provide you the parish's head sacristan's contact information.

Sanctuary flowers are considered an offering to God, and remain at the worship space following the wedding.

Application fee: A fee of \$200 to secure your date on our calendar. This is considered part of the Church Offering.

Church Offering:

CHRIST CHURCH: A donation of at least \$1,000 to the parish (which includes the sexton, and altar guild fees) is required if using Christ Church. This amount is waived if you are an active member in good standing of the parish.

CHAPEL OF THE TRANSFIGURATION:

A donation of at least \$1,500 to the parish (which includes sexton, and altar guild fees) is required if using the Chapel. This amount is waived if you are an active member in good standing of the parish.

If able to do so, it is recommended that couples consider a larger donation of 10% (the biblical tithe) of what they are spending on their wedding otherwise.

Sexton: The sexton will be compensated for the additional work of cleaning through Church Offerings.

Altar Guild: The Sacristans will be compensated for any additional sacramental care or work through Church Offerings.

Timelessness Deposit:

A \$200 cash deposit is required at the wedding rehearsal. This will be returned at the wedding itself, less \$50 for each 15 minutes of lateness, rounding up to the nearest quarter hour. **If the wedding party is not ready to begin within one hour from the appointed time, the wedding will be cancelled and you will forfeit the deposit and all fees.**

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.



The Declaration of Intention

Together with

The Certification of Capacity and Consent

In accordance with the Canons of the Episcopal Church, And
Agreement to abide by the Marriage Guidelines
of The Episcopal Parish of the White Mountain Valley in New Hampshire.

Declaration of Intention: We understand the teaching of the church that God’s purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God’s will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.

Certification of Capacity and Consent: We do hereby affirm that both us have the right to contract a marriage according to the laws of the State of New Hampshire; and that we do both freely and knowingly consent to such a marriage, without fraud, coercion, mistake as to identity of a partner, or mental reservation.

Agreement to abide: We do hereby agree to abide by the Marriage Guidelines of Christ Episcopal Parish of the White Mountain Valley in New Hampshire, and that we the undersigned, desiring to be married on the _____ day of _____, in the year of the Lord Jesus Christ _____, at _____, having read the accompanying guidelines “Concerning the Ceremony” and hereby covenant to abide by them.

Signature of Spouse

Signature of Spouse

Printed name of Spouse

Printed name of Spouse

Date

Attested by