



ST. MARK'S EPISCOPAL CHURCH CAPITOL HILL

3rd & A Streets, SE

Office & Mailing Address: 118 3rd Street, SE • Washington, DC 20003
Phone: 202.543.0053 • Fax 202-546-3695 • www.stmarks.net

Holy Union Application Package

Holy Union is a solemn and public covenant of a couple in the presence of God and the gathered community, that gathered community serving as "witnesses" who vow to love and to support the couple in their life together.

Please ensure that you are aware of and meet the following requirements:

FIRST, Meet with the Clergy to discuss your plans and your relationship with the church. The Holy Union, as a public covenant, signifies your commitment to each other and to a faith community. Therefore, those seeking to solemnize such a commitment in the church are to be members of the community. The scheduling of your Holy Union is subject to the parish and clergy calendars. St. Mark's clergy will officiate. Other clergy may be invited by St. Mark's clergy to assist.

Church Requirements Re: Holy Union

The ceremony must be confirmed by at least two witnesses.

Thirty (30) days notice is required prior to the service.

At least one of the parties to the Holy Union must be baptized.

Pre-Holy Union Preparation is required and has two components, *counseling* and *instruction*.

Counseling is obtained from licensed therapists approved by the St. Mark's clergy. The couple shall take part in an *Imago* weekend or equivalent process. Instruction, obtained from the clergy, focuses on the biblical, theological, liturgical aspects of Holy Union.

The Holy Union Ceremony may be designed using a number of formats. Please consult with the clergy.

The Holy Union Rehearsal customarily is held the day before the service. The rehearsal is approximately 45-60 minutes in length and is scheduled between 4:00 - 6:00 p.m. in the Nave.

Photography and videography during the service are strictly limited. When allowed, photography and videotaping are permitted from the baptismal font area of the Nave using available light. Portions of the service may be reenacted after the ceremony.

Attached Forms:

- Holy Union Application
- Altar Guild Worksheet
- Music Worksheet
- Set-Up and Clean-Up Worksheet
- Building and Facility Use Policies
- Kitchen Use Policy

Please return the *Holy Union Application* and *Worksheets* with all applicable fees, payable by check to *St. Mark's Episcopal Church*, with the purpose noted in the memo line to the officiating clergy at St. Mark's Church Office: 118 Third Street, SE, Washington, D.C. 20003-1007. (**Note:** The Director of Music and the Maintenance Contractor are paid directly.)

Note: You may cancel your Holy Union plans and obligation within three days of the completion and signing of the Holy Union Application and Worksheets. All fees will be returned to you. If you cancel after three days, a "time and trouble fee" (20% of all fees) will be charged.



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Holy Union Application

Please complete, sign, and return this form to the officiating clergy.

Today's Date: _____

Part 1: Personal Information

PARTNER 1

PARTNER 2

FULL Name		
Address		
Home phone		
Cell phone		
Occupation		
Work phone		
E-mail		
Date & place of birth		
Baptized?	Y/N; Denomination:	Y/N; Denomination:
Confirmed?	Y/N; Denomination:	Y/N; Denomination:
No. of this Holy Union		
Previous marriage(s)? Children?		
Witness & address		
Father's full name & hometown		
Mother's full name & hometown		

Part 2

Day/Date/Time of Holy Union: _____

Day/Date/Time of Rehearsal: _____

Reception at St. Mark's? [] Yes or [] No. **If yes:** [] Nave or [] Parish Hall

Officiating Clergy: _____

Other Clergy: _____

Phone: _____; **E-Mail:** _____

Partner 1 Signature: _____ **Date:** _____

Partner 2 Signature: _____ **Date:** _____

Attached to this Holy Union Application is check #_____, dated _____, in the amount of \$550.00 (**Holy Union Fee: \$300.00 and Clergy Fee: \$250.00**), made payable to *St. Mark's Episcopal Church*.

Attached is Check #_____, dated _____, in the amount of **\$300.00** made payable to *St. Mark's Episcopal Church*, which is to serve as **damage deposit**. (This check will be returned [or the amount of the check refunded] within two weeks after the Holy Union provided that no damage to the property has been incurred.)

DAMAGE DEPOSIT

Name and address for damage deposit return:

You are responsible for notifying St. Mark's of any changes of name or address. If a check must be canceled, you will be assessed a \$50 fee.

ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL

Altar Guild Worksheet

The Altar Guild prepares the church for the wedding. An Altar Guild representative will help you prepare for the ceremony, including the use and the placement of flowers and candles and altar preparations. Please prepare this form, and then contact the Altar Guild representative (the Parish Administrator for Programs and Facilities will provide the contact information) to arrange an appointment to discuss your wedding arrangements.

Names of Couple: _____

Phone Number/Fax/E-mail: _____

Holy Union Date: _____ **Time:** _____

Officiating Clergy: _____

Altar Guild Volunteer: _____ **Phone:** _____

Approximate Number of Guests: _____

Altar Location/Orientation: Center Altar; High Altar; Other _____.

Flower Arrangements: Brass vases; Florist-provided. **Disposal after ceremony?** _____.

Candle Lighting & Extinguishing (approximately 20 minutes before and immediately after the ceremony): Member of the Wedding Party; Altar Guild volunteer; Other.

Linens (√ all that apply): Embroidered fair linen for central altar; Fair linen and crocheted frontal piece for high altar; White festival hangings on Pulpit, Lectern, and over Eucharistic Vessels; Two white embroidered kneelers.

Holy Communion: Yes, No. **If yes:** Lay servers (# ____); Chalice(s) (# ____); Flagon(s) (# ____); Intinction cup; Non-alcoholic alternative.

Note: The Wedding Party provides the Bread (one-pound loaf that will break, but not crumble) and Wine (2 bottles for every 70 communicants, 3 bottles for 150 communicants). Please bring the Bread and Wine at the time of the rehearsal.

Placement of Bread and Wine (√ one): Small table (near baptismal font); Credence table (central altar, near pulpit); Pulpit projection (rood screen); Credence table (high altar).

Presentation of Bread & Wine (√ one): Couple; Wedding Party or Family Members; Clergy.

Other Details:

- You are to provide your own programs (service bulletins). The clergy will help you with the format and content. The Altar Guild representative can provide you with a short history of St. Mark’s Church for inclusion in your wedding program.
- No dressing is allowed in the sacristy or vesting area. Please make arrangements with the Clergy to rent a room in the Undercroft to serve as a dressing room when you reserve the Nave for your ceremony.
- An iron and ironing board are available upon request of the Altar Guild representative.
- The Altar Guild representative usually arrives about half an hour before the ceremony and is not available to open doors, receive florists, etc. In some cases the Altar Guild representative will set up the altar well before the ceremony and put items away well after everyone has left. Please coordinate all deliveries and set-up with both the Altar Guild representative and the Maintenance Contractor.
- The Altar Guild representative can suggest the name of a florist who is familiar with St. Mark’s.

Candle options and costs:

- Pair of small Eucharistic candles @ \$10 _____
- Pair of large previously used Eucharistic candles @ \$25 _____
- 14 candles for pair of altar candelabra @ \$40 _____
- 14 candles for pair of standing brass candelabra @ \$40 _____
- 14 candles for pair of standing wooden candelabra @ \$40 (two pair available) _____
- 5 candles in Advent Wreath: New @ \$90; Used @ \$45 _____
- 4 candles in Advent Wreath: New @ \$70; Used @ \$35 _____
- 1 candle in Advent Wreath: New @ \$20; Used @ \$10 _____
- Total Altar Guild Fees payable to *St. Mark's Episcopal Church***
(indicate *Candle Fund* in memo line) _____

ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL

Music Worksheet

The Director of Music, Dr. Keith S. Reas, has the right of first refusal to serve as the organist at your ceremony. He also has discretion over the selection of music (live or prerecorded) and all musicians taking part in the service.

If the Director of Music is unavailable or if you would prefer to have another organist, arrangements can be made and fees will vary depending on the arrangements. If you desire to have musicians other than or in addition to an organist play at your ceremony or if you wish to use pre-recorded music, please consult with the Director of Music. Consultation fees may be charged and will vary depending on the services provided.

Please call or e-mail Dr. Reas (202.543.0053, extension 303 or stmrkmus@covad.net) to make an appointment.

Music Fees

• Consultation Fee (if outside musician is used)	\$	100.00
• Organist Fee* (no Holy Communion)		200.00
• Organist Fee* (with Holy Communion)		225.00
• Rehearsal participation (optional)		75.00
• Soloist accompaniment (up to 2 pieces)		50.00
• Fees for additional services (including contracting and/or rehearsing with additional musicians, and editing or arranging music for the service) to be negotiated		
• Total (paid directly to the Director of Music)	\$	_____

* Includes Consultation

Additional Notes:

- The organ may be used for the ceremony, but not the reception.
- The grand piano may only be used in the Nave.
- A piano is available for use in the Parish Hall or the Undercroft.

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Set-up and Clean-up Worksheet

Please make an appointment with the Maintenance Contractor, Mr. Edwin Green (202.543.0053 x 307 or 301.506.1975 [pager]) to negotiate a contract for the following options and services:

- Nave (Center or High Altar)/Seating Arrangements
 - Please specify the time you need to have everything set up and ready for florists, caterers, etc. to begin their work.
 - *When planning furniture arrangements, please keep in mind that the two sets of doors at the Nave north end, which lead to A Street, are fire exit doors. They are unlocked at all times during an event in the nave and access must be unobstructed. No furniture or any other objects can be placed in either vestibule during an event in the Nave.*
- Cross, Etc. Options (center of Nave) (✓ one): [] Advent Wreath; [] Epiphany Star; [] Children's Cross; [] Honduran Cross; [] Mirror Cross; [] Wooden Cross.
- Arrangement of chairs and tables in the Parish Hall.
- Storage of unused furniture, platforms, etc. in the Nave and the Parish Hall.
- Electrical hook-ups in the Nave and the Parish Hall.
- Use of the kitchen.
- Use of coffee urns.
- Arranging access and use of the parking lot for caterers, florists, musicians, etc.
- Reserving space in the parking lot for members of the wedding party.
- Use of the gardens for photography.
- Use of dressing rooms.
- Access, security and lock-up.
- Custodial fees.

Standard Maintenance Fees:

- | | | |
|---|----|--------|
| • Custodial Fee | \$ | 150.00 |
| • Minimum Fee for Small Reception (fewer than 100 people) | | 200.00 |
| • Minimum Fee for Total Resetting | | 650.00 |
| • Minimum Fee for Partial Resetting | | 325.00 |
| • Additional work, billed by the hour. | | _____ |

Total (paid directly to the Maintenance Contractor) \$ _____

ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL

BUILDING AND FACILITY USE POLICIES

HOURS: All evening events must be concluded by 11:00 p.m. and all guests must have exited by 11:30 p.m. Clean up can continue after 11:30 p.m., if conducted quietly so as not to disturb our neighbors.

CONDUCT

- You are responsible for ensuring that all persons who are on the church's property in connection with your wedding conduct themselves in a lawful manner.
- There will be no sale of alcoholic beverages on the church premises.
- No illegal drugs shall be used at any time under any circumstances.
- St. Mark's Church values continued good relations with our neighbors. Therefore, sufficiently serious complaints from them about the conduct of any individual(s) attending your wedding or about the noise level may result in the Clergy or Wardens requiring you to vacate the church premises immediately. "*Sufficiently serious*" includes, but is not limited to, any necessity for calling the police or fire department to the premises. Should this occur, the damage deposit will be forfeited, and you will be held responsible for all damages that incur.

NOISE

- Please keep all windows and doors shut. You may use the air conditioner if the buildings become too warm. Ask the Maintenance Contractor to show you how to turn it on.
- Electronically amplified music (live or recorded) is permitted only on Friday or Saturday evenings from 8:00 p.m. to 11:00 p.m. Please keep the volume on electronic amplifiers down to a reasonable level at all times, and especially after 10:00 p.m.
- Music without amplification may be performed any evening, but never after 11:00 p.m.
- Come and go quietly, especially if you leave after 10:00 p.m. Please ask your guests and service providers, such as caterers, florists and musicians, to do the same.
- Catering, musicians, and other trucks must exit the parking lot by 11:30 p.m.

SMOKING: The church does not permit indoor smoking.

PARKING: Before 5:30 p.m., all parking spaces in the church parking lot are for staff and parishioners. There is some on street parking available around the neighborhood, but is limited to two hours without a zone 6 permit. Caterers, florists, musicians, and other service providers making deliveries on your behalf may park in the parking lot, if there is room and only while loading or unloading.

HANDICAP ACCESS: Wheelchair access is available at the courtyard entrance to the Parish Hall and Nave. There is also an elevator in the Parish Hall. The Maintenance Contractor will show you where both are located.

DELIVERIES: St. Mark's Church will not accept, sign for, or store, any deliveries for your wedding. You or your agent must be here to take care of such details *in cooperation with St. Mark's Maintenance Contractor*. Your deliveries must come on the day of the wedding. Any pickup must be made no later than the next day and must be scheduled with the Maintenance Contractor so not to interfere with other activities at St. Mark's Church, especially Sunday services.

EMERGENCY EXITS: The two sets of doors at the north end of the Nave, which lead to A Street, are fire exit doors. They must be kept unlocked at all times during an event in the Nave, and access to them must be unobstructed. Under no circumstances shall furniture or any other objects be placed in either vestibule during an event in the Nave.

ENERGY CONSERVATION: Thermostats have been set to maintain temperatures to 78 degrees in the summer and 68 degrees in the winter. Please do not change the thermostats.

KITCHEN: The kitchen may be used only if it is specifically rented. If it is rented, a copy of *Policy for Use of Kitchen – Outside Organizations* must be made a part of the Space Use Contract.

CLEAN-UP, RESETTING, AND LOCK-UP

- You must contract with the Maintenance Contractor to clean up and reset the Nave and any other facilities you rent so that they may be used by the church immediately following your wedding (for day weddings) or the following morning (for evening weddings).
- Please also make arrangements with the Maintenance Contractor for a security check and lock up.

DAMAGE DEPOSIT: The deposit (\$300.00) will be returned three weeks after the wedding if no damage has been done to church property. The cost of any repairs to damaged property will be deducted from your deposit. If the deposit is not sufficient to pay such costs, St. Mark's Church will bill you for the difference.

ST. MARK'S EPISCOPAL CHURCH, CAPITOL HILL KITCHEN USE POLICY

1. Kitchen appliances, cookware, dishes, glassware and utensils are available for your use.
 - Please check with the Maintenance Contractor for a complete list and to determine what you need to bring with you.
 - Please wash any cookware, dishes, glassware and utensils that you use and return them to where you found them.
2. Please turn off the exhaust fan above the stoves when not cooking. This fan is extremely noisy and bothersome to our next-door neighbors, and has been a cause for complaints.
3. Before you leave, please dispose of all trash.
 - Please put all glass, aluminum and plastic items in the recycling bins provided.
 - All solid trash must be put in sturdy 40-gallon trash bags. Do not overfill the bags and please tie them securely. Any leftover liquids should be poured in the sink if environmentally safe; otherwise (as in case of grease. etc.), secure them in covered or spill-proof containers before putting in the trash bag.
4. Before you leave, please clean all surfaces in the kitchen that you used, including counter tops, sinks, and stove.
5. Please take any remaining food with you. Do not leave it in the freezer or refrigerator.

THANK YOU FOR YOUR COOPERATION