



Wedding Guidelines for Couples

(includes a Wedding Agreement between the couple and St. Mary Magdalene Episcopal Church)

**St. Mary Magdalene Episcopal Church
16808 Holmes Road
Belton, MO. 64012
816-331-2222**



Policy Adopted: May 14, 2026

We are honored that you are considering St. Mary Magdalene for your wedding. Our hope is not only to provide a beautiful setting, but to support you in entering into a marriage that is faithful, joyful, and rooted in the love of God.

A Christian Understanding of Marriage

At St. Mary Magdalene, a wedding is not simply a legal event in a beautiful space. It is an act of Christian worship, in which a couple enters into Holy Matrimony before God and in the presence of the Church.

The Episcopal Church teaches that marriage is a solemn and public covenant between two people in the presence of God. It is intended for their mutual joy, for the help and comfort they will give one another in prosperity and adversity, and, when it is God's will, for the gift of children and their nurture in the knowledge and love of God.

Marriage, as the Church understands it, is meant to be unconditional, mutual, exclusive, faithful, and lifelong. It is not something to be entered into lightly.

At the same time, we are honest about the reality of human life. There are times when marriages end in divorce. In those circumstances, the Church continues to extend grace. We do not withhold the sacraments from those who have been divorced, and remarriage is possible in the Church with the permission of the Bishop.

In The Episcopal Church, marriage is open to all couples regardless of sexual orientation. We ask that at least one member of the couple be a baptized Christian, and we invite both individuals to approach this covenant with seriousness, faith, and a desire to grow together in their life in Christ.

We are glad to welcome both members and non-members to be married at St. Mary Magdalene.

Wedding Coordinator

The wedding coordinator is a member of St. Mary Magdalene that will assist you in the smooth running of your ceremony. The coordinator knows our facilities and can provide counsel with preparations for the ceremony, and will be present at the rehearsal and the wedding to help the wedding party, families and guests. You are encouraged to make an appointment with the Wedding Coordinator as soon as you are ready to schedule your wedding, and at least **90 days** in advance of your desired date.

If one or both members of the couple are divorced the permission of the Bishop must be secured before a date is scheduled. (If this is needed we will assist you in the process.)

Officiant

Weddings at St. Mary Magdalene are ordinarily officiated by the parish priest.

If you would like to invite another member of the clergy to participate or officiate, this must be discussed in advance and requires the permission of the parish priest.

Ministers are paid directly by the couple, not through the church.

The Wedding Liturgy

All weddings at St. Mary Magdalene follow an authorized Episcopal marriage liturgy.

Couples may choose to include the Eucharist (Holy Communion), which is especially encouraged as it places your marriage within the Church's great thanksgiving and means your first act as a married couple will be receiving the Sacrament of Christ's Body and Blood.

The parish priest will guide you in selecting readings, and other elements of the liturgy so that the service reflects both your relationship and the Church's teaching.

The vows from the wedding liturgy must be used. If couples would like to write their own vows they are encouraged to share them at the rehearsal dinner or reception.

Preparation for Marriage

All couples married at St. Mary Magdalene will participate in premarital preparation with the parish priest or an individual designated by the parish priest.

These conversations will include:

- The meaning of Christian marriage
- Communication and life together.
- Faith and spiritual practices
- Finances and stewardship
- Family life and, when applicable, children

Seating Capacity of the Sanctuary

The flexible seating can accommodate up to 300 in the sanctuary. We are able to rearrange the chairs to accommodate different configurations. Donations may apply for rearranging the seating configurations. You are welcome to rent and or supply seat covers.

Flowers and Decorations

Please be sure to let our wedding coordinator know about floral deliveries, so the church is open to receive your flowers. Flowers and decorations that will damage the chairs will not be allowed. Candles may not be used on the chairs. Floral arrangements are allowed in the window sills. Flower petals may be scattered on the center aisle, provided you have rented an aisle runner. Tossing confetti, rice or birdseed is not permitted inside or outside the church.

Flowers are allowed in the sanctuary (altar area) but are not allowed to be placed directly on the Holy Table.

Altar flowers that are left after the ceremony will remain on the altar for Sunday service, along with a note in our bulletin that the Altar Flowers were donated by you in thanksgiving for your wedding.

Music

Since a wedding is primarily an act of worship, music for the service must ordinarily be sacred or instrumental in nature. Selections must be approved by the officiant working in conjunction with the musicians and couple.

The church organist has the right of first refusal and is the only musician allowed to play the church organ. In the event the organist is unavailable you are welcome to supply your own musician. Additional musicians are welcome.

Donations to our musicians must be made directly to the musicians.

Photographers and Videographers

Photographers and videographers are permitted, and will be expected to work with the officiant to be sure that they are not disruptive to the ceremony.

Photos taken before the ceremony should be completed before guests begin arriving. Photos may be taken in the sanctuary for 30 minutes after the guests leave.

Use of Church on Your Wedding Day and for rehearsal

The wedding's party use of the church on the wedding day is limited to 4 hours. Please let the wedding coordinator know when you plan on arriving, so we can be ready for you. The rehearsal allows 1 hour use of the church, typically the day before your wedding.

Wedding Checklist

- Initial meeting with wedding coordinator
- Initial meeting with priest.
- If using our organist or other musicians, consult with them regarding wedding music
- Consult with wedding coordinator regarding floral delivers, and use of facilities
- Consult with wedding coordinator to provide page numbers for program, if applicable for hymns or *Book of Common Prayer*
- Complete marriage preparation and sign the Declaration of Intention.
- Provide marriage license at rehearsal or before wedding.

Suggested Offerings

For active members, please inquire. For non-members:

- Church building use, covers utilities for all normal aspects of the preparation process and service, including the wedding coordinator and sexton. -- \$950
- Priest Honorarium, (if officiating the ceremony) -- \$400
- Organist, if applicable -- \$300
- Soloist -- \$200
- Chair Reconfiguration -- Minor chair rearrangement is included. Moving a significant amount of chairs is \$100 per hour, maximum of \$600.
- Live streaming fee if applicable- \$50
- Rehearsal Dinner space use, if applicable- \$300
- A 50% deposit plus \$250 security deposit is required.

In order to book the church for your wedding, a deposit must accompany a signed copy of the Wedding Agreement.

\$250 of the deposit is non-refundable in the event of cancellation.

\$250 security deposit will be returned without interest, if in St. Mary Magdalene's sole discretion and option, there are no damages to the premises.



Holy Matrimony Information Form

Please fill out and return to the parish priest

Last Name of Both Parties: _____

Desired ceremony date: _____

Party 1

Full legal name: _____

Name to be used at ceremony: _____

Address: _____

Cell phone: (____) _____ - _____

Email: _____

Age: _____ Birthdate: _____

Are you a baptized Christian? _____ If yes, date: _____

Denomination of Baptism: _____

Current Church Membership: _____

Previously Married?: _____ If yes, is the former spouse still living?: _____

Birth Place: _____

Father's Full Name: _____

Living or deceased: _____

Mother's Full Name: _____

Living or deceased: _____

Party 2

Full legal name: _____

Name to be used at ceremony: _____

Address: _____

Cell phone: (____)_____-_____

Email: _____

Age: _____ Birthdate: _____

Are you a baptized Christian? _____ If yes, date: _____

Denomination of Baptism: _____

Current Church Membership: _____

Previously Married?: _____ If yes, is the former spouse still living?: _____

Birth Place: _____

Father's Full Name: _____

Living or deceased: _____

Mother's Full Name: _____

Living or deceased: _____



Wedding Agreement

This agreement is made between the Couple and St. Mary Magdalene Episcopal Church

St. Mary Magdalene Episcopal Church
16808 Holmes Road
Belton, MO. 64021

Wedding Couple

Name _____

Name _____

Address _____

Address _____

Email address _____

Email address _____

Phone Numbers: _____

Date of wedding: _____

Time of Wedding: _____

Date of Rehearsal if applicable: _____

Booking your Wedding:

A \$250 security and 50% deposit is required. The deposit must accompany a signed copy of this Wedding Agreement.

Final Payment must be received 6 weeks prior to the actual wedding date.

Cancellation of the wedding will result in forfeiture of the security deposit.

Use of the Church is limited to 4 hours on the day of the ceremony and 1 hour for the rehearsal.

During the rehearsal and wedding, there will be no serving of alcohol at or inside the church. The only exception is for wine used for the Communion Service.

The couple will agree to defend, pay on behalf of and hold St. Mary Magdalene harmless from all claims of whatsoever nature or kind arising out of or as a result of any act or failure to act, whether or not negligent, in connection with the terms of this Wedding agreement and the Couple's use of the premises. The Couple agrees to defend and pay all costs of St. Mary Magdalene's in defending any claims, including attorney fees, arising out of or as result of any act of failure to act, where or not negligent, in connection with the terms of the Wedding Agreement, and Couples use of the premises.

Please read the wedding guidelines and contact your wedding coordinator with questions.

Couple Signature _____

St. Mary Magdalene Signature _____