

# *St. Luke's Episcopal Church*

2245 Huguenot Trail \* Powhatan, VA 23139

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[www.stlukespowhatan.org](http://www.stlukespowhatan.org)

The Rev. Sandra B. Kerner, Rector, Time Certain

\_\_\_ *The Celebration and Blessing of a Marriage* or \_\_\_ *The Blessing of a Civil Marriage*  
**WEDDING INFORMATION FORM**

**DATE OF WEDDING:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**Reservation Date:** \_\_\_\_\_ **Member?** \_\_\_\_\_ **Non-member?** \_\_\_\_\_  
(**\$50 non-refundable reservation fee is required to secure the date. Please include the fee when this form is returned.**)

**Name of Bride:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone - Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Church home: \_\_\_\_\_

Baptized: \_\_\_\_\_ Communicant: \_\_\_\_\_ Confirmed: \_\_\_\_\_

Age at time of wedding: \_\_\_\_\_ Names of Parents: \_\_\_\_\_

**Name of Groom:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone - Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Church home: \_\_\_\_\_

Baptized: \_\_\_\_\_ Communicant: \_\_\_\_\_ Confirmed: \_\_\_\_\_

Age at time of wedding: \_\_\_\_\_ Names of Parents: \_\_\_\_\_

## **The Service**

Officiant: \_\_\_\_\_ Contact information: \_\_\_\_\_

Organist: \_\_\_\_\_ Contact information: \_\_\_\_\_

Soloist: \_\_\_\_\_ Contact information: \_\_\_\_\_

Number of Bridesmaids: \_\_\_\_\_ Number of Ushers: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Will wedding party use Parish House for dressing? \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_ Contact information: \_\_\_\_\_

Photographer: \_\_\_\_\_ Contact information: \_\_\_\_\_

Reserved pews? \_\_\_\_\_ Window decorations? \_\_\_\_\_

Flowers – Name of Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Time of delivery to church: \_\_\_\_\_

Holy Eucharist? \_\_\_\_\_ Rite: \_\_\_\_\_ Eucharistic Prayer: \_\_\_\_\_

Readings: \_\_\_\_\_

Readers: \_\_\_\_\_

Gospel (required for Eucharist): \_\_\_\_\_

Other liturgical options/notes: \_\_\_\_\_

**Rehearsal date and time:** \_\_\_\_\_

**NAME, ADDRESS & PHONE of COUPLE**(after wedding): \_\_\_\_\_

**OFFICE USE: FEES**

Reservation Fee: \$50 (non-refundable)                      Date received: \_\_\_\_\_

Non-members:

\$450 Use of church building (payable to St. Luke’s Episcopal Church)      Received? \_\_\_\_\_

\$300 Rector (payable to Rector’s Discretionary Fund)                      Received? \_\_\_\_\_

Members and Non-members:

\$200 for Organist (\$250 if attending rehearsal) (payable to Betsy Brandt)      Received? \_\_\_\_\_

\$150 for Church Wedding Coordinator (payable to: \_\_\_\_\_)      Received? \_\_\_\_\_

Date Confirmation Letter sent: \_\_\_\_\_

Date Marriage License received: \_\_\_\_\_ (submit one week prior to wedding)

Church Wedding Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Copy of form to:

\_\_\_\_\_ Church Wedding Coordinator

\_\_\_\_\_ Organist

\_\_\_\_\_ Altar Guild

\_\_\_\_\_ Church Office

\_\_\_\_\_ Rector