

The Parish Church of St. Bartholomew the Apostle

Interim Rector, The Rev. Dr. Sara Maypole

880 McGregor Avenue, P.O. Box 1559

Estes Park, CO 80517



DEAR: _____

DATE: _____

Thank you for your interest in holding your wedding at The Parish Church of St. Bartholomew the Apostle. St. Bartholomew's has been set aside and consecrated to the glory of God. It is a beautiful and holy place and we ask that it be treated with respect and reverence by all who come here. Please remember that you will be our guests and we request that our guidelines be carefully followed. St. Bartholomew's Episcopal Church is not a "wedding chapel" (in the Las Vegas sense of the term). We are not in the "business" of weddings. This is our place of worship and we want to share our church with you for your worship service of Holy Matrimony. We expect you to take your obligations to your wedding ceremony and marriage as seriously as we do.

The Rector and Wedding Coordinator have complete authority as to the proper use of the church for weddings. The Wedding Coordinator, Ginger Harris, will schedule all weddings and will be available to answer questions during your planning process. Several weeks prior to your wedding, you will be notified of the name of your Wedding Assistant, who is a member of St. Bartholomew's Wedding Guild. This person will be present at your rehearsal and wedding to represent the church, to assist the clergy and to be of help to the bride and the families. The Wedding Assistant is there to answer questions, to solve problems and to help your ceremony run smoothly.

In order to have your ceremony at St. Bartholomew's, you must meet the following requirements:

(1) Your wedding ceremony must be performed by an ordained Christian minister. At least two weeks **PRIOR** to the rehearsal date, your presiding clergy must forward a copy of his/her ordination credentials to the Wedding Coordinator (a photocopy is sufficient). If your clergy member has questions, please have him/her contact the Wedding Coordinator (Ginger Harris, 970-227-0806). St. Bartholomew's does not provide a member of the clergy to officiate at weddings. Each couple must make arrangements for their own clergy and see that the clergy member supplies the necessary information to the Wedding Coordinator at least two weeks **PRIOR** to your rehearsal date.

(2) Each couple to be married at St. Bartholomew's must have, as a minimum, five hours of pre-marital counseling which should include the nature, meaning and purpose of Holy Matrimony. We encourage you to meet with the minister who is performing your ceremony for this counseling. If that is not possible, please contact the Wedding Coordinator for other options for this counseling. Certification in the form of a letter stating that this counseling has been received must be forwarded to the Wedding Coordinator at least two weeks **PRIOR** to your rehearsal date.

3) If you are planning on using our pipe organ, we would appreciate your contacting our Music Director, Dr. Rich Billingham, 970-577-0265, to request that he act as organist. If Dr. Billingham is unavailable, an additional list of resources for organists is included in this packet for your use.

Enclosed you will find a packet entitled "Additional Rules, Frequently Asked Questions and Information." Both bride and groom should read carefully through these materials so that you are familiar with our policies for using the church. Please read them NOW, during your planning process and once again PRIOR to your wedding day so you are completely familiar with this information.

We congratulate you on your upcoming dedication of your lives to each other in marriage. We look forward to helping you celebrate your wedding ceremony at St. Bartholomew's. Please contact our Wedding Coordinator if you have questions after you have read through all the enclosed materials.

With God's blessings,

Sara Maypole+
Rector

Ginger Harris
Wedding Coordinator
970-227-0806
email: Gingermom@aol.com
FAX: 970-586-6088
**(include cover sheet addressed to
Ginger Harris)**

We are holding the following dates for you:

REHEARSAL _____

WEDDING _____

If you decide not to use the above times which are being held for you, please notify the Wedding Coordinator immediately.

We will hold the above dates FOR A TIME PERIOD OF TWO WEEKS -- please complete the enclosed "Wedding Information Form" and return it with your Building Use Fee/Deposit check for \$250 made payable to St. Bartholomew's. Do not mail the form or check to the church. The completed form and check should be returned to the Wedding Coordinator:

Ginger Harris
2803 Fall River Road
Estes Park, CO 80517

For further information and complete fee schedule, please see enclosed materials.

Questions: Contact Ginger Harris, 970-227-0806/Gingermom@aol.com/FAX: 970-586-6088 (include cover sheet addressed to Ginger Harris)