

Guidelines for wedding bulletins

St. Stephen's staff are available to produce a full-text bulletin for your wedding, with sufficient notice (see the Weddings booklet, available on our Web site at ststephensRVA.org/weddings, for details). If you prefer a simpler bulletin, please ask your designer to follow these guidelines.

No bulletin may be printed without prior review and approval of the parish communications director, who will also review it with the priest officiating at your wedding.

Be sure to include time in your bulletin production timeline for your meetings with the officiating priest and with St. Stephen's organist to select Scripture readings, music (including hymns, if any), and to determine whether there will be a homily. (The homily is optional.)

The wedding bulletin's main purpose is to help guests and participants follow the order of service. The bulletin must conform to the Episcopal Church's liturgy for marriage. These guidelines will help your designer accomplish these aims.

Cover

The correct title for the service is:

The Celebration and Blessing of a Marriage
(Please note that the article before the word "Marriage" is "a," not "the")

The name of the church is

St. Stephen's Episcopal Church
Richmond, Virginia

We will provide a jpg for your designer to use on the cover if you wish: either a black and white sketch of the church entrance, or a simple cross. If you prefer another piece of art on the cover, please be sure to clear it with the parish communications director in advance.

Inside

Please use a typeface that is easy to read, such as Garamond, Baskerville, Minion, Bembo, Perpetua, Goudy, or Caslon. Gothic type, ornate type, or script faces are strongly discouraged as they are difficult to read. Do not use a handwriting typeface. Italics and boldface, if used, should be for emphasis only, not for text.

The elements in the service are

- The Exhortation
- The Declaration of Consent
- The Ministry of the Word (this is where you list Scripture readings, and if there is to be a homily, it is listed here)
- The Marriage

- The Prayers
- The Blessing of the Marriage
- The Peace

If the wedding includes Holy Communion, additional elements are included. Please consult the parish communications director.

Please provide page numbers from the Book of Common Prayer so that the congregation may participate.

- On the first reference, use this form: The Book of Common Prayer, page 423
- On subsequent references, use this form: Prayer Book, page 424

Please note that neither the Book of Common Prayer nor Hymnal 1982 are italicized.

Other items to include

This notation must be included in the same type size as the text of the program:

To preserve a spirit of worship, please silence and put away all electronic devices as soon as you enter the church. No photographs or video are permitted.

The following is a helpful direction for those who are not familiar with the Episcopal Church:

The service is found in the Book of Common Prayer (the red book in the pew rack). Hymns are found in Hymnal 1982 (the blue book in the pew rack).

If you include the address of the church, it is as follows:

St. Stephen's Episcopal Church
6000 Grove Avenue
Richmond, Virginia 23226
804.288.2867 | ststephensRVA.org

Please make sure that the word "church" is included in the name of the church wherever it appears in the bulletin. "St. Stephen's Episcopal" without the word "Church" is incorrect.

Listing participants

When listing participants, the clergy should be listed like this:

Celebrant

The Rev. Name Name ("The" must be included in front of "Rev.")

You may spell out "the Reverend," or use the abbreviation "the Rev.," but we do not use the abbreviation "the Rev'd."

If you wish to include the priest's title (it is not required), the following apply to St. Stephen's clergy:

The Rev. Cate Anthony, Associate Priest

The Rev. John W.A. Jenkins, Associate Priest

The Rev. Claudia W. Merritt, Assistant Priest for Pastoral Care

The Rev. William S. Stanley, Vicar

Please list scripture readers, soloists, etc. with the participants, *not in the body of the service*.

It is appropriate to use a comma between a name and "Jr." or "Sr." Do not use a comma before a numeral in someone's name.

If you have questions, please contact

Sarah Bartenstein

Director of Communications

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