



MT. LEBANON CHAPEL

ST. JAMES PARISH

WEDDING POLICIES

TO THOSE SEEKING TO BE MARRIED AT MT. LEBANON CHAPEL

We are grateful that you are seeking the sacrament of marriage in this sacred space and chapel of St. James Episcopal Church in Wilmington, NC. Below, you will find the policies and protocols for weddings at Mt. Lebanon Chapel.

WHAT IS MT. LEBANON CHAPEL?

Located amidst the beautiful grounds of Airlie Gardens, Mt. Lebanon Chapel and the immediate property around it, from Airlie Road to Bradley Creek, are the sole property of St. James Episcopal Church in Wilmington, NC.

As such, Mt. Lebanon Chapel is not merely a wedding venue, but a chapel of St. James and space of sacred worship. Therefore, any wedding at Mt. Lebanon Chapel must follow the guidelines below.

Airlie Gardens is owned by New Hanover County. If photography within, or access to, the Gardens is desired, arrangements must be made with the Airlie Gardens office, 910.798.7709, prior to your event. Additional fees, payable to Airlie Gardens, will apply per Airlie Gardens policy.

Address:

Mt. Lebanon Chapel
814 Airlie Rd
Wilmington, NC. 28403

REQUIREMENTS

Who can be married at Mt. Lebanon Chapel?

For all weddings at Mt. Lebanon Chapel, the following conditions must be met:

- A. One member of the couple must be a baptized Christian, and two witnesses must be present
- B. One or both members of the couple must:
 - a) Be an active, pledging member of St. James Parish or St. Andrew's on- the-Sound for at least one full year, or
 - b) Have been raised attending St. James Parish and is a child or grandchild of a currently active member who attends and pledges to St. James Parish for at least one full year, or
 - c) Be an active, pledging member of another Episcopal Church for at least one full year.
- C. If either person has been divorced, the desired officiant must notify the bishop in the jurisdiction in which the wedding will take place and seek their blessing before the marriage can be scheduled. Sufficient time must be allowed to accommodate this step.

NOTE: Active, pledging members of St. James Parish will be given first priority for any requested date until a wedding has been officially booked. Active, pledging member status is determined by the St. James Finance office. See official booking rules on page 2.

What kinds of weddings are allowed at Mt. Lebanon Chapel?

All weddings at Mt. Lebanon Chapel must be in accordance with the approved liturgies and canons of the Episcopal Church. The primary form used for weddings at Mt. Lebanon Chapel is the Celebration and Blessing of a Marriage found in the 1979 Book of Common Prayer. Any other liturgy must be from an approved resource of the Episcopal Church as well as approved by the clergy of St. James Parish and/or the priest officiating the wedding.

Who can officiate weddings at Mt. Lebanon Chapel?

All weddings must be officiated by either:

- An Episcopal priest on staff at St. James Parish
- Another ordained, Episcopal priest approved by the Rector of St. James Parish.

It is the prerogative of St. James priests to officiate any Episcopal wedding at Mt. Lebanon Chapel. An Episcopal priest not on staff of St. James may only officiate by invitation of the Rector.

What about non-Episcopal weddings & ministers?

Because Mt. Lebanon Chapel is a chapel of St. James Episcopal Church, only Episcopal weddings are permitted. Non-Episcopal ministers may occasionally serve at a wedding alongside one of the priests at St. James—solely to preach and offer the prayers—so long as they are approved by the Rector of St. James.

When will my wedding be considered “booked?”

No wedding is considered *officially* scheduled until:

- A. The couple has spoken to a priest of St. James Parish
- B. The date of wedding is approved by a priest of St. James Parish
- C. This signed agreement has been remitted in full to the St. James Parish Office - a copy will be returned to you for your records
- D. The full facility fee has been paid. This fee cannot be paid until conditions A, B, & C. have been met (see fees on page 4).

NOTE:

- Ultimately, no wedding date is firm until the conclusion of premarital counseling.
- The Rector of St. James Parish reserves the right to cancel or reschedule for any reason.
- If an Episcopal wedding is desired but no approved priest is available, another date will need to be considered.

Parameters of Facilities Use

Mt. Lebanon Chapel and grounds are ideal for a picturesque wedding. However, due to the size and age of the chapel, the following guidelines apply:

- Tents and outdoor seating are permitted but cannot stay on-site overnight. These are supplied by third-party vendors, and their use must be approved by the Director of Operations and Administration no less than two weeks prior to the wedding.
- **No alcohol is allowed on the premises** except for the purposes of Holy Communion.
- Smoking/vaping is prohibited at all times on Mt. Lebanon Chapel grounds.
- Cocktail hours or receptions are **not** permitted on site at any time.
- Any vendor contracted by the wedding party on the Mt. Lebanon Chapel grounds is the couple's responsibility.
- Accommodations for dressing/gathering are available but limited.
- Bathrooms are available for use for the full duration of booking. Bathrooms may also be used to prepare bride, bridesmaids, and groomsmen in coordination with a St. James Facilities Team Member (not Airlie Gardens).
- External audio equipment can be used in conjunction with our keyboard. The Mt. Lebanon Chapel sound system (which features an indoor speaker and six outdoor speakers) may be used for amplification and to play music from a remote device. Audio equipment may only be handled by the St. James Clergy or Facilities Team Member.
- There are designated parking areas for your guests. The appropriate parking areas are located between Mt. Lebanon Chapel and the graveyard, and along the circular drive in front of Mt. Lebanon Chapel. (Please refer to map on page 9)
- Furniture in Mt. Lebanon Chapel is not to be moved or removed at any time. The prayer books (Book of Common Prayer) must be left in the pews.
- Animals are **not** permitted on the grounds as part of any wedding event.

North Carolina Requirements for Marriage

North Carolina state law requires that each couple obtain a marriage license from any County Register of Deeds Office. Bring your marriage license to the rehearsal. The clergy may not officiate at any wedding with out a marriage license present. Also, make certain that you have two legal witnesses available to sign the wedding license immediately following the service. **PLEASE SEE "APPENDIX A" for more information.**

FEES

Booking

- To reserve your wedding date on the St. James calendar, the full facility fee must first be paid. This is to be paid only after speaking with and confirming the date with the Rector or other priest of St. James Parish. Any payment made before speaking with the Rector or other priest of St. James Parish will not be accepted. Availability of the desired date is not guaranteed, and the date will not be confirmed until the prior conditions have been met.

NOTE: 20% of the facility fee will be non-refundable. Should the event be canceled by the wedding party prior to the day of the wedding, the remainder of the facility fee will be refunded, and 20% retained.

Facility Use

- **\$500** - Active, pledging member of St. James Parish or St. Andrew's on the Sound for at least one full year
- **\$1500** - Raised at St. James Parish (as determined by clergy of St. James) and the child or grandchild of a current active, pledging member of St. James Parish for at least one full year
- **\$3000** - Active, pledging member of another Episcopal church for at least one full year.

NOTE 1: Member fee only applies to parishioners who have been active, pledging members of St. James Parish for a full calendar year, as determined by the clergy and office of finance. Those who were previously active pledging members of St. James, or those who are members of another Episcopal parish, are not eligible for the member fee.

NOTE 2: Those who were previously active, pledging members of St. James Parish or another Episcopal Church, but are not currently active, will not be eligible to have a wedding at Mt. Lebanon Chapel until they resume their full participation at an Episcopal Church for at least one full year. As noted in the facility fees above, those who were raised at St. James Parish and are children or grandchildren of active members of St. James Parish are eligible for the \$1500 fee.

Clergy

Because weddings are a sacrament of the church, honorariums for officiating clergy are optional. For the primary officiant, a suggested minimum honorarium is \$400. If desired, gifts may also be made to the clergy's discretionary fund in addition to or in lieu of an honorarium.

Facilities Team Member

\$150 to open and close grounds, chapel, and bathrooms on day of rehearsal; to ensure all facilities are clean and in good order before the rehearsal.

\$250 to open and close grounds, chapel, and bathrooms on day of wedding; to ensure all facilities are clean and in good order before the wedding; to coordinate with the couple or a representative of the couple about desired vendors, set up, flowers, and any other arrangements; and to clean the facility following the conclusion of the wedding.

Director of Music (if desired)

\$300 to coordinate with the couple in advance; to prepare and practice; and to play music before, during, and/or after the service.

Additional fees for instrumentalists or soloists may apply.

Flowers

Market price, to be arranged directly with the florist and/or independent wedding coordinator.

Timeline of Payments

All payments for staff members involved in the service are to be made by check (not cash) and received by the Director of Operations and Administration no less than two weeks prior to the wedding day. Details to be arranged with the Director of Operations and Administration.

REQUIRED PREPARATION AND TIMELINE

Premarital Counseling

One of the important and beneficial requirements for marriage in the Episcopal Church, and here at St. James Parish, is pre-marital counseling. The couple being married will have several sessions with the Rector or other priest on staff at St. James. The purpose of this instruction is, above all, to help the couple—to discuss practical topics integral to marriage, and to educate the couple on the purposes of Christian marriage. And, if there are any significant challenges between the couple, the instruction is meant to help raise and discuss them openly.

Music

Because the Celebration and Blessing of the Marriage is a liturgy of the church, the music for your wedding should be appropriate for the occasion. Wedding music should express both gratitude and praise to God for the most wonderful gift of marriage. Therefore, most secular/popular songs that hold might hold sentimental meaning to the couple should be reserved for the reception, as they are not appropriate in a liturgical setting. Additionally, many selections from the theater (example: Wagner's Bridal Chorus and Mendelssohn's Wedding March), while popular in secular weddings, are also not appropriate.

Music for the liturgy is chosen under the supervision of St. James Parish's Director of Music, who is available to play for all weddings. The base fee is listed above and cover all music from the prelude to the postlude. Neither the Director of Music nor soloists are expected to provide music at the rehearsal at Mt. Lebanon Chapel.

Instrumental soloists can also add great beauty to the wedding liturgy. The Director of Music acts as the coordinator for hiring all additional musicians.

Please contact the Director of Music no less than 30 days prior to the wedding so that arrangements may be made to provide music for your special day.

Scheduling

- Wedding requests will not be accommodated more than 18 months from the desired date. Active, pledging members of St. James Parish will be given first priority.
- Wedding requests must be made at least 90 days in advance of desired date.
- Please be reminded that no weddings may occur during the season of Lent.

Timeline

- *Step 1.* Schedule wedding date
 - **At least 90 days and no more than 18 months from desired wedding date.**
 - Scheduling includes approval by a priest of St. James Parish and submission of facility fee.
- *Step 2.* Meet with priest for pre-marital counseling/instruction
 - **Sessions to begin at least 90 days before wedding date.**
 - Sooner is preferred and better for all parties involved.
- *Step 3.* Meet with Director of Music (if to be used)
 - **No less than 30 days in advance of wedding.**
- *Step 4.* Approval of Flowers & Decorations
 - **No less than 30 days in advance of wedding.**
 - Must be arranged directly with the florist and/or independent wedding coordinator, and approved by the Director of Operations and Administration.
- *Step 5.* Staff Payments
 - **14 days in advance of the wedding.**
 - Must be made by check and delivered to the Director of Operations and Administration fourteen days prior to the wedding day.
- *Step 6.* Rehearsal
 - **The day before the wedding.**
 - It is the officiant's prerogative to lead the rehearsal.
 - **Note:** The rehearsal will *not* be conducted if anyone in the wedding party is intoxicated or otherwise impaired.
- *Step 7.* Wedding Day
 - **Get married!**

Day of Wedding

- **Before the Service:**
 - Chapel, bathrooms, and any other designated spaces will be opened by a Facilities Team Member before the service; usually two hours before the service begins unless other arrangements are made with the officiant or Facilities Team Member.
 - The arrival time of the bride, groom, wedding party, etc. is to be coordinated in advance with clergy and designated Facilities Team Member (see facilities usage*).
- **After the Service:**
 - Photos may be taken in and around the chapel following the service with respect and without harm to the space and the grounds.
 - Photography must be completed and any outsourced supplies removed one hour after the service concludes.

NOTE

- **The service may be cancelled or postponed** if the bride, groom, and/or other members of wedding party are intoxicated or otherwise impaired. Again, no alcohol is allowed on the premises.
- Guests **should not wander into the Airlie Gardens Grounds** without express permission from Airlie Gardens.

LOGISTICS PLANNING

Seating Capacity

The chapel comfortably seats 80 people (max capacity 100), with additional seating permitted outside, provided that any seating is coordinated with the Director of Facilities, and the set up and take down of any additional seating is the responsibility of the couple or their designated coordinator.

Wedding Service Bulletin

If the couple would like a service bulletin, they are responsible for designing their own wedding bulletins and having them printed. The clergy overseeing the wedding needs to review and approve the bulletin before it is printed.

Photography and Videography

Any Photographers and videographers *must* remain either in the back pews of Mt. Lebanon Chapel or outside viewing through the windows. Flash photography/lighted videography are not permitted. If the couple chooses to have Holy Communion, we ask that no photos be taken during this portion of the service (i.e. when the priest is at the altar invoking blessing upon the bread and wine). Livestreaming equipment is not available at Mt. Lebanon Chapel, so any recording will have to be pre-arranged by the couple and approved by the officiant and Director of Operations and Administration. No photos may be taken in Airlie Gardens without express permission from the Airlie Gardens office.

Flowers & Decorations

- Any decorations inside or outside the church must be approved by the officiant and Director of Operations and Administration **at least 30 days** in advance of the wedding.
- Use of tape, glue, or other adhesive is *not* permitted anywhere in the chapel.
- *No* glitter, confetti, rice, birdseed, or petals are permitted inside the chapel or on the grounds.
- Two candlesticks with candles on the altar are permitted. Other candles, including a unity candle, are *not* permitted.
- Fresh flowers and greenery are permitted, but artificial flowers and greenery are not. The wedding party may donate flowers and greenery to the use of the chapel with approval from the clergy. All other decorations must be removed from Mt. Lebanon Chapel before leaving the premises.

Wedding Coordinator

While wedding coordinators are encouraged for Mt. Lebanon Chapel, as they can be a valuable resource for planning and implementing the wedding, coordinators are *not* permitted to give any direction or input in the planning or order of the service, *including* at the rehearsal. The officiant will take care of all these arrangements. However, wedding coordinators *are* permitted to be present at the rehearsal to assist the officiant in orchestrating the procession in and out of the service, and at the wedding ceremony to help the couple, the wedding party, or family before or after the service.

NOTE: We ask that any wedding coordinators who will be present for the wedding ceremony make prior contact with the Rector or priest of St. James Parish, or other designated officiant.

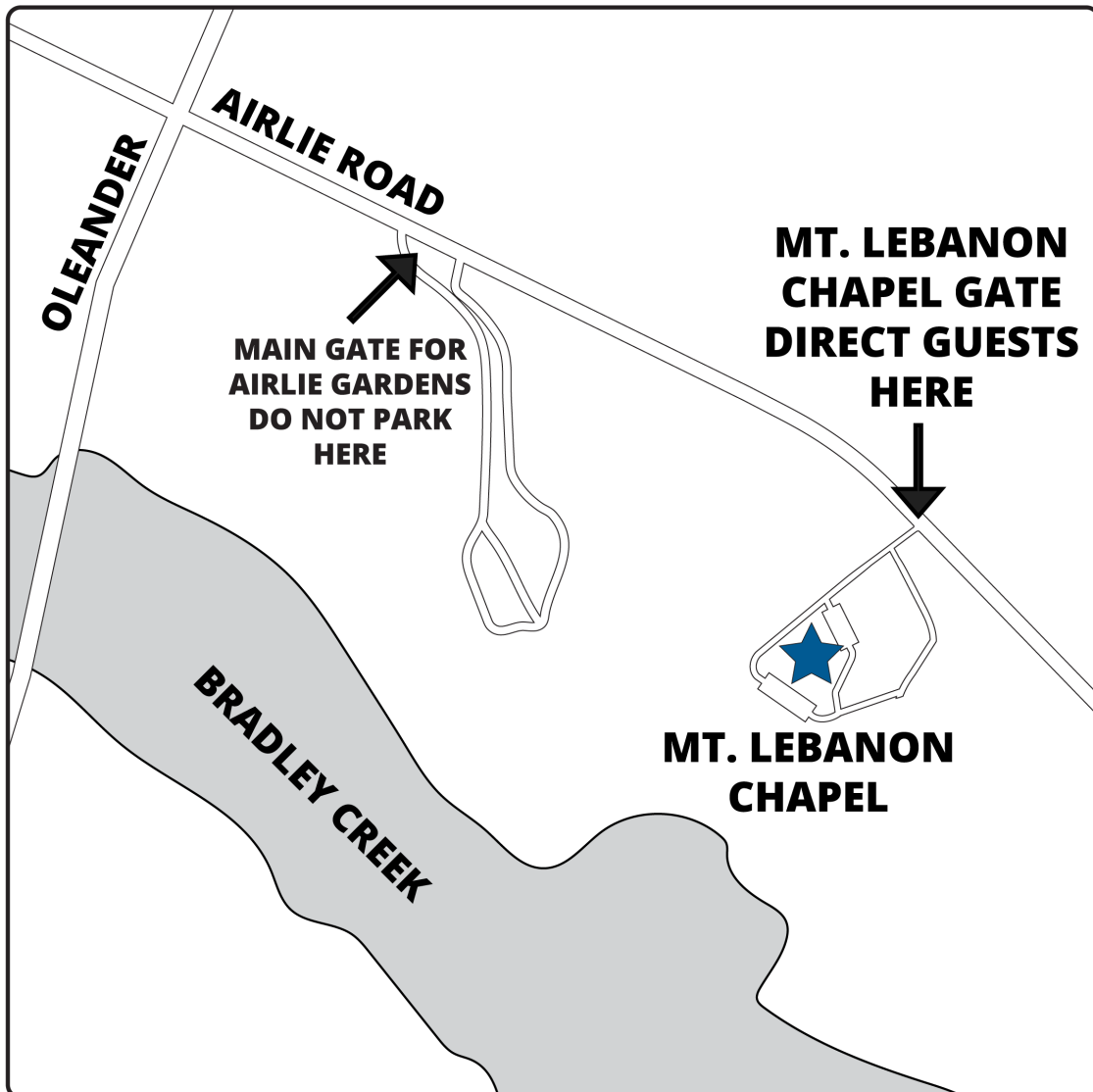
Rehearsal

Rehearsals are best held the day before the service, pending the availability of the officiant and the couple. The rehearsal date and time must be indicated on the Wedding Information Form (pages 11-12) to ensure that the chapel will be available at the couple's desired time. All wedding party participants are expected to be present and on time. During the rehearsal, the officiant will guide the couple and others participating through the service (wedding party, ushers, family, etc.), making sure that the service will be as well-orchestrated as possible, that the couple and other friends and family feel confident and prepared, and that any anxiety is lessened for all involved.

THE LOCATION

Although Mt. Lebanon Chapel is located amidst the beautiful grounds of Airlie Gardens, those attending weddings at Mt. Lebanon Chapel should not use the main gate for Airlie Gardens. Mt. Lebanon Chapel has its own private gate further down Airlie Road that will allow the wedding party, vendors, and guests to park closely to the Chapel.

We encourage you to share the below map with your guests to help prevent any confusion on your Wedding Day!



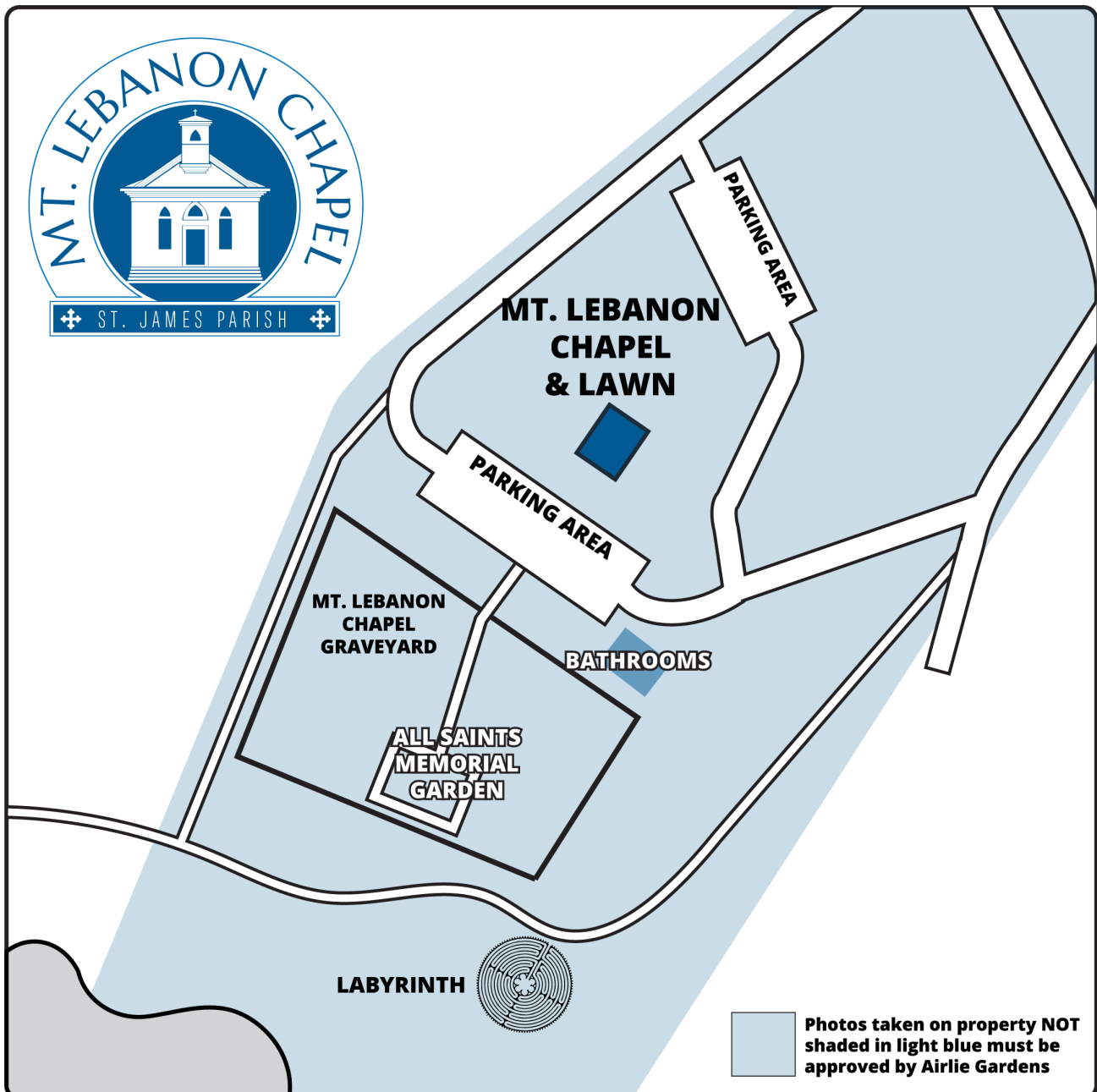
About the Chapel and Grounds

Mt. Lebanon Chapel is the oldest surviving worship structure in New Hanover County. The chapel was completed in 1835. As such, the property does have some limitations when compared to other church facilities. While Mt. Lebanon Chapel does have electricity, it does not have central air conditioning or heaters.

Mt. Lebanon Chapel has several stairs to climb to enter the building and is not ADA accessible. However, the chapel grounds have speakers so that those sitting on the grounds may hear the service even if they cannot see into the chapel.

Additionally, a good portion of the driveway to the chapel and parking areas are unpaved.

No A/C, heating, or additional electrical equipment is permitted without approval. If you have special concerns about the climate for your event, please speak with our Director of Operations and Administration.



Appendix A: NC State Requirements

For the most up to date information regarding state requirements, please visit: nccourts.gov/help-topics/divorce-and-marriage/marriage

For the most up to date information regarding New Hanover County requirements, please visit the New Hanover County Register of Deeds Website: nhcgov.com/439/Marriage-Application

In New Hanover County, Marriage licenses are issued by appointment only. You will need to schedule the appointment online prior to visiting the Register of Deeds office.

Please plan to complete the application online prior to attending your appointment.

Requirements for Obtaining a Marriage License in New Hanover County:

- Applicants must show proof of identity and have knowledge of their Social Security number.
- **Both** parties should be present when applying for the marriage license. The marriage may be performed anywhere within North Carolina. In cases of extreme hardship when one applicant is **unable** to appear (i.e. Military, confinement in a hospital, nursing home, or prison), the individual who is unable to appear in person must submit a sworn and notarized Affidavit in Lieu Personal Appearance (PDF). The party appearing in the Register of Deeds office will need to follow our normal requirements listed on the ROD page with regards to what they need to bring for themselves. For the person who will not be able to appear before us, the party appearing in our office will have to bring the affidavit filled out by the absent party along with special documents required listed in the link. It is recommended that you call ahead of time to ensure you understand what is needed.
- Applicants' Proof of Age Requirements: Ages 18+ (Special Permissions are needed for ages 16 and 17).
- Checklist for Obtaining a Marriage License:
 - Social security number
 - Valid ID with name and date of birth - Acceptable identifications:
 - Driver's license (may not be expired), or
 - State-issued Identification (ID) Card (may not be expired), or
 - Passport (may not be expired), or
 - Military ID (may not be expired)
 - Cost: \$60.00 - check, cash or credit card
 - Certified copy of birth certificate if under 18 years old. A certified birth certificate in English or a notarized translation must be provided. Please bring both the native and notarized translated copy.

Other Items of Note:

- Divorced applicants must provide the month and year of their last divorce. **If you have been divorced in the last 60 days you must bring your divorce decree.** To obtain additional information about divorce proceedings, view the Clerk of Superior Court website.
- Two witnesses are required for all marriage ceremonies.
- The marriage license fee is \$60, check, cash, and credit card.
- The license is good immediately upon issuance and is valid for 60 days once married the license must be returned to our office within 10 days.
- Applicants must show their valid ID, provide their social security number and sign the marriage license at the New Hanover County Register of Deeds office.
- Per North Carolina law, all applicants must provide their Social Security number. If ineligible for a Social Security Number, an affidavit must be completed. Download the affidavit form.

Proof of your marriage is available upon request in person or by mail once the officiant returns your license. The officiant is required by law to return both copies of the license to the Register of Deeds within ten days after the ceremony (NCGS 51.7)The fee for a Marriage License is dependent on which county you will be married in.

If you are interested in a Certified Copy of your Marriage License, there will likely be an additional fee depending on the county.

Wedding Information Form

MT. LEBANON CHAPEL WEDDINGS

Phone: 910.763.1658

Complete and return to St. James Parish, 25 S. Third Street, Wilmington, NC 28401 or admin@stjamesp.org.

SPOUSE-TO-BE 1 Please complete this section:

LEGAL NAME: (First) _____ (Middle) _____ (Last) _____

PREFERRED NAME (for the wedding): _____ PERSONAL PRONOUNS: _____

CURRENT MAILING ADDRESS: _____

CITY: _____ COUNTY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ PREFERRED METHOD OF CONTACT: _____

EMAIL ADDRESS: _____ DATE OF BIRTH (mm/dd/yy): _____

STATUS: Never Before Married Widowed Divorced Number of times Married: _____

PARENT 1 FULL NAME: _____ Living Deceased

PARENT 2 FULL NAME: _____ Living Deceased

CHURCH AFFILIATION- Please select one of the below options:

Active pledging member of St. James Parish or St. Andrews
On-the-Sound A pledging member of another Episcopal Church

Child or grandchild of an active pledging member of
St. James Parish No St. James Parish or Episcopal affiliation

OCCUPATION:(optional) _____

SPOUSE-TO-BE 2 Please complete this section:

LEGAL NAME: (First) _____ (Middle) _____ (Last) _____

PREFERRED NAME (for the wedding): _____ PERSONAL PRONOUNS: _____

CURRENT MAILING ADDRESS: _____

CITY: _____ COUNTY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ PREFERRED METHOD OF CONTACT: _____

EMAIL ADDRESS: _____ DATE OF BIRTH (mm/dd/yy): _____

STATUS: Never Before Married Widowed Divorced Number of times Married: _____

PARENT 1 FULL NAME: _____ Living Deceased

PARENT 2 FULL NAME: _____ Living Deceased

CHURCH AFFILIATION- Please select one of the below options:

Active pledging member of St. James Parish or St. Andrews
On-the-Sound A pledging member of another Episcopal Church

Child or grandchild of an active pledging member of
St. James Parish No St. James Parish or Episcopal affiliation

OCCUPATION:(optional) _____

INTENDED MAILING ADDRESS AFTER MARRIAGE: _____

PARTICIPATING CLERGY: Please list any desired participating clergy: _____

DESIRED DATE OF WEDDING (mm/dd/yy): _____ DESIRED TIME OF WEDDING: _____

DESIRED DATE OF REHEARSAL(mm/dd/yy): _____ DESIRED TIME OF REHEARSAL: _____

DESIRED MUSIC: St. James Director of Music Third Party Both No Music

PLEASE LIST ANY KNOWN THIRD-PARTY VENDORS HERE:

FLORIST: _____

PHOTOGRAPHER: _____

VIDEOGRAPHER: _____

WEDDING COORDINATOR: _____

THIRD PARTY MUSICIANS: _____

OTHER: _____

NOTES: Are there any special accommodations that we may need to be aware of? _____

**Once completed, please return this form to St. James Parish either email addressed to *admin@stjamesp.org* or by mail to:
ATTN: Wedding Forms
St. James Parish
25 S. Third Street,
Wilmington, NC 28401**

* Please do not send the Facility Fee payment until your wedding date has been approved by a priest of St. James Parish.

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OFFICE USE ONLY:

Clergy Approval: \_\_\_\_\_ Date: \_\_\_\_\_ PMT Deposited Date: \_\_\_\_\_