



ST PAUL'S CATHEDRAL
EPISCOPAL

Love Christ • Serve Others • Welcome All



GUIDELINES FOR YOUR WEDDING AT THE
CATHEDRAL



ST. PAUL'S CATHEDRAL
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Wedding Ceremony

Christian marriage is a solemn and public covenant between two persons in the presence of God. In The Episcopal Church, it is required that at least one of the parties must be a baptized Christian; that the ceremony be attested to by at least two competent, adult witnesses; and that the marriage conform to the laws of the State and the Canons of the Church.

Weddings at St. Paul's may be scheduled for most days of the year, except for Sundays, major holy days (Christmas, Easter), and during the season of Lent. Under certain circumstances a wedding may take place in the context of the principal service on Sunday morning; otherwise no weddings are scheduled on Sundays.

It is essential to determine the availability of the Cathedral prior to publicizing the date of your wedding.

The Order of Service

St. Paul's Cathedral follows the ritual for "The Celebration and Blessing of a Marriage" as found in *The Book of Common Prayer* of The Episcopal Church (pp 422-438). <http://justus.anglican.org/resources/bcp/>

For same-gender weddings we use the ritual authorized by our Bishop (available by request). For more information go to www.edsd.org/marriages.

You may choose to have the wedding celebrated with a Communion service (similar to a Sunday celebration) or without. A priest or bishop normally presides at the celebration. Cathedral clergy may be asked to preside or an Episcopal priest from another parish or diocese may be requested. If a non-Cathedral priest is requested, notify the Wedding Coordinator as soon as possible so that required documentation can be completed by the priest prior to the ceremony. A person ordained in another denomination may assist at the ceremony, subject to the approval of the Cathedral Dean.

Please note: in order to render these guidelines suitable for both traditional and same-gender weddings, the terms "bride" and "groom" have been replaced by "principal one" and "principal two" respectively.

Entrance Procession: It is the custom at the Cathedral that the entrance procession includes all members of the wedding party, entering behind the Great Cross.

Processional Order: Verger, (Thurifer,) Crucifer, Clergy, Attendants to Principal Two (Groomsmen), Best Man (Principal Two's Witness), Principal Two, Attendants to Principal One (Bridesmaids), Matron of Honor or Maid of Honor (Principal One's Witness), Flower Girl, Ring Bearer, Principal One & Escort. *(Please note, the Best Man carries the rings in his/her pocket. If there is a ring bearer, he/she carries symbolic rings only.)*

Please note, all members of the wedding party must be human beings. Animals unless they are service animals are permitted to attend the ceremony only in the congregation and may not be part of the procession or recession. The Wedding Coordinator must be notified in writing up to two weeks prior to the ceremony if a service animal is being utilized.

Choosing Your Scripture Readings

One or more passages from Holy Scripture are read during the wedding ceremony. The *New Revised Standard Version* of the Bible is the translation used at the Cathedral. Please use this translation when reviewing texts and when providing readers with copies.

The Principals are encouraged to choose the Scripture passages. One reading may be from the Old Testament and/or one from the New Testament. If there is more than one reading, a Psalm, hymn, or anthem may be sung (or recited) between the Readings. If the wedding ceremony is to include the Eucharist, a Gospel passage is required as the final reading.

It is appropriate for the Principals to choose lay persons to read the Scripture passages. The readers are strongly encouraged to attend the rehearsal to learn how to move to and from the pulpit and also to practice their reading with the microphone.

The following readings are recommended by The Episcopal Church for use during a wedding ceremony. They can be found online at <http://www.io.com/~kellywp/>

Old Testament

Genesis 1: 26-28 (Male and female he created them)
Genesis 2: 4-9, 15-24 (A man cleaves to his wife and they become one flesh)
Song of Solomon 2: 10-13, 8: 6-7 (Many waters cannot quench love)
Tobit 8: 5b-8 (That she and I may grow old together)
Ruth 1:15-17 (Ruth promises not to leave Naomi)
1 Samuel 18:1b-3 (David and Jonathan make a covenant)

New Testament

1 Corinthians 13: 1-13 (Love is patient and kind)
Ephesians 3: 14-19 (The Father from whom every family is named)
Ephesians 5: 1-2, 21-33 (Walk in love, as Christ loved us)
Colossians 3: 12-17 (Love which binds everything together in harmony)
1 John 4: 7-16 (Let us love one another for love is of God)

Psalms

Psalm 67
Psalm 100
Psalm 127
Psalm 128

Gospel

Matthew 5:1-10 (The Beatitudes)

Matthew 5:13-16 (You are the light...Let your light so shine)

Matthew 7:21,24-29 (Like a wise man who built his house upon the rock)

Mark 12:28-34 (the two great commandments)

Mark 10:6-9,13-16 (They are no longer two but one)

John 2:1-11 (the miracle at a wedding in Cana)

John 15:9-12 (Love one another as I have loved you)

Guidelines for Music at St. Paul's

A wedding at the Cathedral is an act of worship. For this reason, the guidelines for music at weddings are the same as for any other Cathedral worship service. There are no exceptions.

All music performed at the Cathedral is under the sole direction of the Canon for Music, Mr. Martin Green, who is also the Cathedral organist and has first right of refusal for playing at weddings. Please call the church early in the planning process to schedule a meeting with Canon Green. He will have a variety of organ pieces to suggest and can play excerpts for you. If a written program is planned and if extensive music is planned, Canon Green will need to review the program for correctness before it is sent to the printer.

If you wish to use another musician as organist, the individual must be approved by Canon Green. You will be responsible for making financial arrangements with this other organist. Instruments other than, or in addition to the organ, may be used (harp, trumpet, flute, strings).

All additional musicians, both vocal and instrumental (other than an organist), are engaged and approved by Canon Green. If you have specific individuals in mind, please provide Canon Green with their contact information so that he can determine their suitability, approve musical selections, and schedule rehearsal times. The cost of engaging additional musicians will be added to your schedule of fees and donations, payable in full at least 30 days before the wedding ceremony. If you do choose to have additional musicians, there will be an additional fee charged for Mr. Green's rehearsal time with these musicians.

If choral music is desired, one of the Cathedral Choirs may be available to sing. The Cathedral choirs include the Adult Choir, the Choristers (a choir of boys and men), and the Saint Cecilia Choir (a choir of girls and men). The Choristers and the Saint Cecilia Choir are available usually only during the academic year. There is an additional fee for the services of a choir.

Designing a Program

Most couples provide a printed program for the wedding guests and the Cathedral encourages you to do so. It can be both a cherished memento of the occasion and a helpful guide through the wedding ceremony for those unfamiliar with the rituals of The Episcopal Church. The Wedding Coordinator will show you examples of the programs used by other couples.

The basic design of the program is yours to determine. However, please note the following Cathedral directives:

- At the TOP or BOTTOM of the first page of text, please insert the following : **FLASH PHOTOGRAPHY IS NOT ALLOWED DURING THE CEREMONY. ALSO, THANK YOU FOR SILENCING ALL PERSONAL ELECTRONIC EQUIPMENT.**
- Your final design must be reviewed and approved by the Wedding Coordinator, the Reverend Canon Brooks Mason, Canon Liturgist of the Cathedral, and Canon Martin Green (if music is included). This review should be completed a minimum of two weeks before the service.

The Rehearsal

The purpose of the wedding rehearsal is to give everyone a chance to practice their role in the ceremony. The priest officiating at the wedding ceremony will usually conduct the rehearsal. The Cathedral Wedding Coordinator will be on hand to assist with details. The rehearsal will take approximately 30-60 minutes, depending on the type of wedding service (with or without Eucharist) and the size of the wedding party.

Every person involved in your ceremony should attend - principals, bridesmaids, groomsmen, flower girl, ring bearer, parents, readers, and musicians. All participants will walk through the entire ceremony at least once, so that everyone knows their parts and their cues.

The photographer/videographer is/are most welcome to attend the rehearsal to become oriented to the layout of the church.

If you hire a Wedding Planner, she/he is also encouraged to attend the rehearsal. However, for all details in the Cathedral facility, final decisions rest with the Cathedral wedding coordinator, in consultation with Cathedral clergy.

Guidelines for Flowers and Decorations at a Wedding

All flowers or decorations and their placement must be approved by the Wedding Coordinator. Flowers may be placed behind the communion rail and off to the side on the broad step, the middle step, or top platform. One large arrangement (approximately 4 feet wide and 4 or 5 feet tall) is usually sufficient. However, two somewhat smaller arrangements are permissible. Nothing is to be placed directly on the altar, in front of the altar or on the altar railing.

It is the custom of the Cathedral to have a flower arrangement in front of the pulpit for Sunday services. If you desire such an arrangement for your wedding, please inform the Wedding Coordinator at least four weeks before the wedding. Provisions will be made with the Cathedral's florist to use your color scheme in designing this arrangement at no additional charge to you. This arrangement remains for Sunday services.

One or two arrangements are permitted at the back of the Church, on either side of the aisle, at the base of the Baptismal font or in the indented area of the columbarium. If a guest book and attendant are planned, a small vase of flowers is appropriate for this table as well. If candelabra in the Chancel area are desired (in addition to the service lights on the rear wall of the Chancel and altar lights), they need to be provided by the florist. Candelabra are best incorporated into the flower arrangements. Unity candles are not normally used.

Pew flowers and/or bows are permitted along the center aisle. Flowers/bows may be attached using ribbon, rubber bands or florist pew-hooks. Arrangements on stands or candelabra in the aisle are prohibited. It is recommended that no more than (8) pew arrangements/bows be used on each side of the aisle. With 22 pews on each side of the main aisle, this results in placing them every third pew.

Seasonal decorations and occasional art exhibits already in the church will remain for the ceremony. Our stanchions may be used by request and for an additional fee, limited to eight on the center aisle.

Flower girls may only scatter faux flower petals down the aisle. No aisle runners are permitted. Also, no rice, birdseed, confetti, bubbles, or helium balloons are to be used inside or outside the Cathedral. The wedding party is responsible for petal clean up.

If you are donating your flowers to the Cathedral, please inform the Wedding Coordinator at least two weeks before the wedding. The Coordinator will arrange to have your names printed in the Sunday Bulletin. If the flowers and pew arrangements are to be taken to the reception, they should be removed by the florist or some designated person within thirty (30) minutes after the ceremony.

Please note that no weapons of any kind, whether functional or decorative, are permitted inside the Cathedral buildings. If security personnel are engaged, they should be put directly in touch with the Cathedral administration to coordinate access and receive direction.

Fees and Donations

Effective January 1, 2016, the donation for every wedding at the cathedral is \$3,000.00 for members of the Cathedral and \$3,500.00 for non-members. This donation is in effect if the wedding takes place in the chapel, in the sanctuary or in the cathedral nave. This donation covers all the basic costs of the wedding: Wedding Coordinator, Celebrant, essential church personnel, premarital counseling, donation for use of the facility on the reserved date. Additional services (including Organist and Incense) are available a la carte and can be reviewed with the Wedding Coordinator. In cases of financial hardship, members may apply, in writing, to the Dean for consideration of a discount to the basic fees.

Cathedral Members

There are three categories of St. Paul's members. At least one of the principals must qualify:

1. Active St. Paul's Parishioners, their Children and Grandchildren: Active parishioners are those who have regularly attended worship services for more than one year and who have made an annual pledge to the Cathedral.

2. New Members: New members are those who are seeking a church community. They qualify as St. Paul's members if they have attended worship services regularly for six months or more, have attended at least one new-member event (Newcomers' Brunch, Meet the Dean, Cathedral Tour) and have completed a New Member Registration form.

3. Faithful Members of another Episcopal Church: Faithful members of another Episcopal church in the USA will be extended the hospitality to be married as St. Paul's members upon written request from their priest.

Non-Members

A couple not in one of the above categories qualifies as non-members. At least one of the couple must be a baptized Christian.

Payment of Fees

To reserve the date, a non-refundable fifty percent (50%) base fee must be collected by the Wedding Coordinator at the time of the reservation. The balance is due thirty days before the wedding. If the fees are not paid at the appropriate times, the Cathedral reserves the right to release the date for use, and will retain any deposits made.

The Wedding Checklist

Six to Twelve Months Before

- Arrange your first meeting with the Wedding Coordinator by email or phone to discuss dates and fees.
- Meet with the Reverend Canon Brooks Mason, Canon Liturgist of the Cathedral to discuss the ceremony.
- Finalize the date of the wedding with the Wedding Coordinator by making the non-refundable down payment.
- If a priest from another parish/diocese is presiding at the service, provide the name and contact information to the Wedding Coordinator so that the Dean may approve the choice and appropriate documents can be completed.
- Start selecting florists, photographers/videographers. Be sure to share the Cathedral guidelines and have them contact the Wedding Coordinator.
- Schedule appointment for required pre-marital sessions with an assigned counselor. For a second or subsequent marriage, the Bishop must give permission before the wedding date can be finalized.

Three to Six Months

- Arrange to meet with Canon for Music to discuss music for ceremony.
- Call City Hall for information on license requirements.

Two to Three Months

- Finalize floral, photography, and music arrangements.
- Meet with clergy to finalize wedding ceremony.
- Finalize plans for the rehearsal with the Wedding Coordinator.

Six Weeks to Two Months

- Finalize the ceremony music with the Canon for Music.
- Schedule final pre-wedding meeting with the Wedding Coordinator.

One Month

- Check that premarital counseling report has been received by the Cathedral.
- Gather necessary documents to obtain your marriage license
- Deliver balance of fees and donations.

Two Weeks

- Deliver license to Wedding Coordinator.
- Submit draft of service bulletin for review.

continued

One Week

- Confirm with the Wedding Coordinator:
 - Time Principal One's (bride's) party will arrive at the church.
 - Time Principal Two's (groom's) party will arrive at the church.
 - Florist delivery time (and pick up times, if flowers are not donated to the church).
 - Time the photographer/videographer or other vendors will arrive at the church.
 - Request handicapped parking signs to be placed in front of the church if needed.
- Attend rehearsal.
- Give the best man the wedding rings.

Fill Out:

Today's date: _____

Proposed date of ceremony: _____

Principals' names: _____ and _____

Contact information: Emails: _____ and _____

Phones: _____ and _____

Cost: \$3000 for Members as defined in the Wedding Guidelines, \$3500 for all others

(Includes: Wedding Coordinator, Celebrant, required premarital counseling, MC/assistant priest, Sacristan, and one Altar Server)

\$ _____

Please provide names and contact information of participants (if known) in the space provided:

- Non-Cathedral Wedding Coordinator _____
- Celebrant (presiding priest) _____
- Preacher (if different from Celebrant) _____

| Optional: | Per | Number Desired | Cost |
|--|-------|-------------------|------|
| <input type="radio"/> Verger | \$120 | | |
| <input type="radio"/> Thurifer | \$120 | | |
| <input type="radio"/> Additional Altar Servers | \$120 | | |
| <input type="radio"/> Stanchions (set of 8) | \$120 | | |
| <input type="radio"/> Organist | \$450 | | |
| <input type="radio"/> Vocalist | TBD | | |

TOTAL

Fifty percent (50%) due at time of reservation

Date Paid: _____ \$ _____

Balance due 30 days prior to ceremony

Date Paid: _____ \$ _____

Notes: