



GUIDELINES FOR YOUR WEDDING

AT



ST PAUL'S CATHEDRAL
EPISCOPAL

Love Christ • Serve Others • Welcome All



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A Welcome from our Dean

Dear friends,

Congratulations on your engagement! This is a wonderful moment in your life together, and St. Paul's Cathedral will be honored to help you plan and experience your special day.

Officiating at marriage is a privilege for clergy, and we want to assist you in every way to enjoy a ceremony that is reverent, intentional, and above all joyful. Part of our responsibility as clergy is to help you prepare for the lifelong covenant of marriage, and if you decide to be married at St. Paul's, I or one of my colleagues will schedule several conversations with you, so that we can get to know you and ensure that you have considered every aspect of marriage.

I hope that this booklet will answer many of your questions, and of course please don't hesitate to ask about anything that is not clear. I look forward to meeting you and sharing in your joy.

Blessings,

The Very Rev. Penny Bridges
Dean (Senior Pastor)
St. Paul's Cathedral

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I. Wedding Ceremony

Christian marriage is a solemn, sober, 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.

II. 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 <https://edsd.org/life-celebrations/marriage-remarriage/>.

You may choose to have the wedding celebrated with a Communion service (similar to a Sunday celebration) or without. A priest or bishop 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 (optional)
- Thurifer (optional)
- Crucifer
- Clergy
- Attendants to Principal Two
- Principal Two's Witness
- Principal Two
- Attendants to Principal One
- Principal One's Witness
- Flower Person
- Ring Bearer (*Please note, the Principal Two's Witness carries the rings in their pocket. If there is a ring bearer, they carry symbolic rings only.*)
- Principal One & Escort

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 one month prior to the ceremony if a service animal is being utilized.*
- *Accommodation for those with mobility challenges are available. Please consult the Wedding Coordinator one month ahead of the ceremony to make arrangements, if possible.*

III. 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 must attend the rehearsal to learn how to move to and from the pulpit and also to practice their reading with the microphone. Readers should dress appropriately for the Cathedral ceremony.

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)

IV. 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, Martin Green, who is also the Cathedral organist and has the first right of refusal for playing at weddings. Please call the church within a month of reserving your wedding date to schedule a meeting with Canon Green to start the planning process for the music. 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 before it is sent to the printer.

All additional musicians, both vocal and instrumental, are engaged and approved by Canon Green. If you have specific outside musicians 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 the Cathedral's additional musicians will be added to your schedule of fees and donations, payable in full at least thirty days before the wedding ceremony. If you do choose to have additional musicians (either Cathedral or outside), there will be an additional fee charged for Canon Green's rehearsal time with these musicians.

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

If choral music is desired, one of the Cathedral Choirs may be available to sing. They are the Adult Choir or the Choristers (a choir of boys and men.) The Choristers are usually only available during the academic year. There is an additional fee for the services of either choir which is due no later than thirty days before the wedding date.

V. Designing a Program

Couples must provide a printed program for the wedding guests. The Cathedral will produce and print the program. It is 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. A template will be provided by the Cathedral. Up to 100 programs are included in the wedding fees. Quantities over 100 are charged at \$2.00 each.

Your final design must be reviewed and approved by the Wedding Coordinator, the Canon Liturgist for the Cathedral the Reverend Canon Brooks Mason, and Music Director the Canon Martin Green (if music is included). This review should be completed a minimum of three weeks before the service.

VI. 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 steps or the chancel 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. Unity candles are not normally used.

Aisle flowers and/or bows are permitted along the center aisle. Flowers/bows may be attached using ribbon, rubber bands, painter's tape, or florist chair-hooks. Arrangements on stands in the aisle are prohibited. It is recommended that no more than (8) chair arrangements/bows be used on each side of the aisle.

Seasonal decorations and occasional art exhibits already in the church will remain for the ceremony. Our stanchions, 6' tall wooden cross style candle holders, may be used by request and for an additional fee, limited to eight in total on both sides of the center aisle, four on each side maximum.

Flower people 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 pulpit flowers to the Cathedral, please inform the Wedding Coordinator at least four weeks before the wedding. The Wedding Coordinator will arrange to have your names printed in the Sunday service booklet honoring your donation. Flowers and aisle arrangements to be taken to the reception should be removed by the florist or some designated person within thirty 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 Administrator to coordinate access and receive direction.

VII. Receptions at the Cathedral

Spaces for receptions at the Cathedral are available to rent for your special occasion. They are separately charged and arranged via the Cathedral's Director of Administrative Operations, Kathleen Sheehan Burgess. Several locations are available, so please visit our Weddings page on our website at <https://stpaulcathedral.org/host-your-wedding/> for more information about potential rentals.



VIII. Fees and Donations

Effective June 1, 2023, the fee for every wedding at the cathedral is \$4,500.00 for non-members of the Cathedral and \$4,000.00 for members. This fee is in effect if the wedding takes place in the Holy Family Chapel or in the main Cathedral space. This fee covers all the basic costs of the wedding: the Celebrant, essential church personnel, premarital counseling, Wedding Coordinator, and the 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.

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.

IX. 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.

A final invoice for items unable to be billed in advance (i.e.: musicians, linens, etc.) will be sent out by Canon Mason no later than two weeks after the ceremony, payable in thirty days. Any reception fees are billed separately and paid via the terms laid out in the separate Letter of Agreement prepared by the Director of Administration.

X. 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 a minimum of one hour, depending on the type of wedding service (with or without Eucharist) and the size of the wedding party. This timing should be considered when booking one's rehearsal dinner, and to notify those attending the rehearsal about potential traffic or parking challenges associated with an urban church. If extra rehearsals are needed, additional fees will be required to cover the staffing costs for the St. Paul's wedding coordinator, clergy, and facilities support team.

Every person involved in your ceremony must attend - Principals, Principals 1 & 2 Witnesses, flower person, ring bearer, parents, and readers. All participants will walk through the entire ceremony at least once, so that everyone knows their parts and their cues.

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

If you hire a Wedding Planner, they may wish to attend the rehearsal. Please remember, for all details concerning the in the Cathedral facility, final decisions rest with the Cathedral Wedding Coordinator, and Cathedral clergy.

Please note: The wedding party and those participating in the wedding ceremony are not to be intoxicated. It is solely at the discretion of the clergy to refuse to conduct the rehearsal or ceremony if any participant is intoxicated. The Cathedral will retain all fees if the event is canceled by clergy.

XI. The Wedding Checklist

Beginning Twelve Months Before:

- Arrange your first meeting with the Wedding Coordinator by email or phone to discuss dates and fees. (weddings@stpaulcathedral.org)
- Meet with the Reverend Canon Brooks Mason, Canon Liturgist of the Cathedral to discuss the ceremony. (masonb@stpaulcathedral.org)
- 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.
- 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.
- Schedule an appointment with the Music Director, the Canon Martin Green, to initiate discussions about music for the ceremony. (greenm@stpaulcathedral.org)
- If wishing to rent spaces for receptions, connect with Director of Administrative Operations, Kathleen Sheehan Burgess. (burgessk@stpaulcathedral.org)

No Later Than Six Months Before:

- Arrange to meet with Canon for Music again to further discuss music for ceremony and rehearsal needs.
- Start selecting florists, photographers/videographers. Be sure to share the Cathedral guidelines and have them contact the Wedding Coordinator.
- Call City Hall for information on license requirements.

Three Months Before:

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

Two Months Before:

- Schedule final pre-wedding meeting with the Wedding Coordinator.
- Gather necessary documents to obtain your marriage license

One Month Before:

- Check that premarital counseling report has been received by the Cathedral.
- Deliver balance of fees and donations.

Three Weeks Before:

- Provide the Rev. Canon Brooks Mason and Canon Martin Green a rough draft of the proposed bulletin.

Two Weeks Before:

- Deliver license to Wedding Coordinator.
- Review edited draft of service bulletin for final approval for printing.

One Week Before:

- Confirm with the Wedding Coordinator:
 - Time Principal One's party will arrive at the church on the day of the ceremony.
 - Time Principal Two's party will arrive at the church on the day of the ceremony.
 - 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.
- Attend rehearsal.

Rehearsal Day:

- Rehearsals are typically held the day before the wedding.
- Arrive on time for scheduled rehearsal.
- Please consider the traffic conditions when advising attendees of the arrival time.
- Sober attendance by all attendees is required.
- Deliver license to Wedding Coordinator.

Day of Ceremony:

- Principal 1 & 2 and wedding party are to arrive no less than two hours before the ceremony.
- Remember the rings!

THE WEDDING AGREEMENT & FEES

Today's Date			
Wedding Date			
Principal' names		AND	
Contact information	Email	&	Phone
Principal 1			
Principal 2			

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

WHO	NAME	Contact Info
Non-Cathedral Wedding Coordinator		
Celebrant (presiding priest)		
Preacher (if different from celebrant)		

WEDDING FEES

\$4500 for Non-Members as defined in the Wedding Guidelines, \$4000 for all others
(Fee Includes: Wedding Coordinator, Celebrant, required premarital counseling, MC/assistant priest, Sacristan, and one Altar Server, and the use of the facilities.)

Circle One:

Member	Non-Member	Base Fee:
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OPTIONAL FEES:

Add Ons:	Rates (Per person as applicable)	Number Requested	Fee
<input type="radio"/> Verger	\$150		
<input type="radio"/> Thurifer	\$150		
<input type="radio"/> Additional Altar Servers	\$150		
<input type="radio"/> Stanchions (set of 8)	\$150		
<input type="radio"/> Organist (includes 1 rehearsal)	\$650		
<input type="radio"/> Cathedral Vocalist	\$200		
<input type="radio"/> Choir (Adult)	\$125 + rehearsal fee \$100		
<input type="radio"/> Live streaming/videography of ceremony	\$100		

Continued...

Optional Fees Continued:	Rates (Per person as applicable)	Number Requested	Fee
<input type="radio"/> Instrumental Soloist	\$200		
<input type="radio"/> Instrumental Ensemble	TBD by Canon Green		
<input type="radio"/> Reception Room & Assets	TBD by Admin	x	
<input type="radio"/> Buy-out of 525 Olive Parking Lot (approximately 40 spaces)	\$250		
<input type="radio"/> Programs (0-100 included) 101 or more	\$2.00 each		
Notes:		SUBTOTAL	\$
		PLUS BASE FEE	\$
		TOTAL	\$

Payment Information:

Payment	Date	Payment Amount	Notes
50% down payment due at time of wedding date reservation			
Balance due 30 days prior to wedding date			
Final invoice for remaining fees (generated 2 weeks post- ceremony due within 30 days of receipt)			

I agree to communicate and comply as requested with St. Paul's Cathedral's "Guidelines For Your Wedding" policies and procedures.

Please sign below:

Principal #1:	Date:
Principal #2:	Date:

OFFICE ONLY:

Wedding & Rehearsal entered in eSpace:	50% Deposit Received:
B. Mason Review:	Celebrant & Contact info:
M. Green Review:	
Invoices sent: 1.) 2.) 3.)	50% Final Payment Received:
Marriage License Received:	Marriage Counseling Completed:

NOTES: