

## Memorandum

Subject: Wedding Information  
From: The Very Reverend Robert E. Brodie  
CC: Lori Casson, Executive Assistant to the Dean

Planning a wedding is a joyful undertaking, and we are delighted that you are interested in being married at the Cathedral Church of St. Paul. The church takes marriage very seriously and it is important that you read the attached information carefully.

The following information is included:

1. Marriage Preparation
2. General Information
3. Customs, Traditions, and Miscellaneous Information
4. Wedding Music
5. Required Fees
6. Wedding Information Checklist *(to be completed by you and returned to the Cathedral office within 30 days of receipt of this information)*
7. Wedding Information for Cathedral Organist *(to be completed by you and returned to the Cathedral Organist)*

If you have any questions, please do not hesitate to contact the Cathedral office at 217-544-5135; fax 217-544-6741 or by email: [stpaulpca@comcast.net](mailto:stpaulpca@comcast.net). We look forward to working with you as you plan your wedding.

# Information Regarding Marriages at The Cathedral Church of St. Paul

## Marriage Preparation

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

Marriage preparation at the Cathedral includes the following *minimum* expectations:

1. *PREMARITAL COUNSELING*. Counseling with the Dean of the Cathedral or another Episcopal priest if the bride and groom live away from the Springfield area. A MINIMUM of 3 one-hour sessions is required by Canon law and additional sessions may need to be scheduled.
2. *DECLARATION OF INTENT* A careful understanding, acceptance, and signing of the following by the bride and groom. You will be required to sign this statement before the marriage can occur.

### Declaration of Intent:

*We, --- and --- desiring to receive the blessing of Holy Matrimony in the Church, do solemnly declare that we hold marriage to be a lifelong union of husband and wife as it is set forth in the Book of Common Prayer. We believe that the union of husband and wife, in heart, body, and mind, is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and, when it is God's will, for the procreation of children and their nurture in the knowledge and love of the Lord. And we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek God's help hereto.*

3. *The WEDDING*. Agreeing on the style of ceremony, readings, and prayers.
4. *THE HOLY EUCHARIST*. When both the bride and groom are baptized Christians, it is suggested that the service be conducted within the context of the Eucharist. The entire time will be approximately 45 minutes. Communion in the Episcopal Church is opened to all baptized persons regardless of denomination.

## **General Information**

Please read the following information carefully and keep it for future reference so that your preparations may be made in plenty of time. The Dean and the Executive Assistant to the Dean will be happy to answer questions and to help you plan your wedding in accordance with the requirements of the Church and the customs of the parish.

1. All marriages in the Episcopal Church follow the words and guidelines of *The Book of Common Prayer*.
2. The Canons of the Church require at least 30 days notice before a wedding, and considerably more in cases where one party has been married before. No dates can be reserved on the Cathedral calendar until you have spoken with the Dean.
3. At least one person in the intended marriage must be a baptized Christian.
4. Divorced persons must file for a dispensation from the Bishop to be married a second time in the Church. Normally this dispensation is only intended for communicants in good standing.
5. There must be at least two witnesses to the marriage.
6. All state regulations concerning marriage must be complied with.
7. The priest is the final authority on all matters of ceremony within the Church and presides at both the wedding and rehearsal.

## **Customs, Traditions and Miscellaneous Information**

1. REVERENCE. Dignity and decorum should be observed both at the rehearsal and for the service.
2. CLERGY. Any participation of visiting clergy in the marriage ceremony must have prior permission of the Dean.
3. THE MARRIAGE LICENSE should be brought to the Cathedral at the rehearsal. At this time names and addresses of the best man and maid/matron of honor should be provided in writing.
4. WEDDING CONSULTANTS. If you employ a wedding consultant, they should contact the Cathedral office as early as possible and it is your responsibility to provide a copy of this information to the consultant.
5. THE WEDDING REHEARSAL. Rehearsals will normally be held the day immediately preceding the ceremony at an agreed upon time. The date and hour of the rehearsal should be set when arranging for the date and hour of the wedding. The wedding rehearsal should

always be prior to any rehearsal dinner/party. The rehearsal will be conducted by the officiating priest.

The following people should attend the rehearsal:

- the prospective bride and groom
- parents of the bride and groom, including the person who will escort the bride if other than the father
- Maid or Matron of Honor, bride's attendants, flower girl and/or ring bearer if used
- Best man, Groomsmen, and Ushers (if used in addition to Groomsmen)

6. ON YOUR WEDDING DAY the Cathedral will be available by prior agreement before the beginning of the marriage service, and one hour following the service. Once the time has been agreed upon, deliveries, dressing, and photography should occur within these time limitations. Decorating may be done one day prior to the wedding if agreed upon with the Dean.
7. USHERS. It is customary to plan for one usher for each 50 guests. Ushers should station themselves at the church entrances at least 45 minutes prior to the ceremony.
8. FAREWELLS. Rice, birdseed and confetti should not be thrown at the Cathedral.
9. SCHEDULING. Normally there are no weddings performed during the seasons of Advent and Lent or on Sundays.
10. PHOTOGRAPHY. Flash photographs are not allowed during the service. Please inform your photographer and your friends & family members. No movement by anyone taking pictures or video is allowed during the ceremony. Time exposure photographs may be taken from the back of the church. The photographer may take pictures in the center aisle during the processional and recessional only. After the ceremony, the wedding party may return to the chancel area for posed pictures. *Please have your photographer contact the Cathedral office prior to the wedding for more information regarding Episcopal traditions.*  
  
Videotapes of the ceremony may be made with the approval of the Dean; however, flood lights are not permitted in the Nave.
11. FLOWERS. Two vases of fresh flowers are allowed to be placed on the retable directly behind the altar. Vase liners for the flowers may be picked up during the week prior to the wedding service. Additional flowers may be placed at the foot of the chancel steps. The office can provide the name of the florist used by the Cathedral or other local florists may be used.

## Wedding Music

As previously stated, marriage in the Episcopal Church is a sacrament and the wedding ceremony is a worship service of the church. The music should be suitable for a service of praise to God. Secular love songs are not appropriate within the context of the wedding ceremony. The Cathedral organist is available to help you plan suitable music for your wedding. Only authorized music and text may be used for the ceremony.

### A. Music before the service.

It is customary for the organist to play while the guests are gathering. She or he normally draws on their repertory of suitable music. This should be planned with the organist well in advance to the wedding service.

1. Some couples wish to prepare a wedding program/order of service. Wedding programs must be approved by the Dean and Cathedral organist prior to the printing.
2. If the music chosen to be played during the wedding service is not within the organist's repertory you will:
  - a. Be prepared to purchase the music.
  - b. Make arrangements with the organist well in advance.
  - c. Be prepared to pay a recital fee.

### B. Soloists

If a soloist is to perform, the solos can be inserted in the pre-service music as well as at one or two spots during the service as planned with the Dean. The guidelines about appropriateness apply particularly to vocal music. You should make the arrangements for the soloists and make arrangements for the soloist to meet with the organist well in advance of the service.

### C. Entrance and Exit Music

When you meet with the Cathedral organist, a compact disk of suitable music for the processional and recessional will be provided for you. For special requests the comments about special music apply. It is entirely appropriate to use hymns sung by the congregation for these purposes. If this is desired, the Dean and/or the organist can assist you with the selections.

*Wedding Music Cont'd next page*

### Guest Organists

*The Cathedral organist will play all wedding services unless there is a scheduling conflict. In this case the Cathedral organist may be able to assist in providing names and/or services of a guest organist. Fees as listed will be payable to the guest organist. When a guest organist is used, the American Guild of Organists and the Anglican Association of Musicians mandate that the church organist normal fee for the service will be paid to the Cathedral's organist in addition to the fees paid to the guest organist. Other instrumental music, a choir and/or soloists may be used if the music and text are appropriate. All music must be submitted to and approved by the Dean and Cathedral organist prior to the service.*

### D. Other Musicians

Other instrumental music may be used if approved by the Dean. If the organist is to play with these musicians, rehearsal fees will be charged.

## Required Fees

### A. *Pledging members of the Cathedral Church of St. Paul (communicants in good standing)*

1. Organist: wedding rehearsal & wedding ceremony	\$250.00
2. Additional Rehearsal with soloist (each)	35.00
3. Music consultation (other than at Sunday service)	25.00
4. Recital fee (if applicable) – negotiated	
5. Altar flowers for Church (if ordered through the Cathedral office)	100.00
6. Altar Guild services & candles	75.00
7. Donation to the Cathedral (optional)	
8. Servers (each individual) – one is mandatory for Eucharist	25.00
9. Clergy...no fee required, <u>but normally an honorarium is given</u> to the clergy person for the extra time spent in preparing for the marriage ceremony ( <b>Average of \$200.00 or more</b> )	
10. Facility manager services (Check to be made payable to Patrick DiGiovanna)	150.00

### B. *Fees for Non-Cathedral Members (Episcopalians)*

1. Organist: wedding rehearsal & wedding ceremony (Check to be made payable to Alice Edwards)	\$250.00
2. Rehearsal with soloist (each)	35.00
3. Music consultation (Check to be made payable to Alice Edwards)	25.00
4. Recital fee (if applicable)	Minimum of 200.00
5. Use of building	500.00
6. Clergy...no fee required, but normally an honorarium is given to the clergy person for the extra time spent in preparing for the marriage ceremony ( <b>Average of \$200.00 or more</b> )	
7. Servers (each individual)	25.00
8. Altar flowers for church (if ordered through the Cathedral office)	100.00
9. Altar Guild services & supplies	150.00
10. Facilities manager (Check to be made payable to Patrick DiGiovanna) If additional services for the Facilities manager are requested by bride/groom's family, an additional \$25.00 an hour fee is required.	150.00

**ALL FEES ARE PAYABLE TO THE CATHEDRAL OFFICE ON THE LAST BUSINESS DAY BEFORE THE WEDDING OR MAY BE PAID AT THE TIME OF THE REHEARSAL.**

## Wedding Information Checklist

*(To be completed by bride/groom & returned to the Cathedral Office)*

Name of bride: \_\_\_\_\_

Name of groom: \_\_\_\_\_

Member of Cathedral: Yes No

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If not, name of your home church: \_\_\_\_\_

*Information provided to Cathedral office:*

Meeting with Dean: Yes No Date \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Wedding Time: \_\_\_\_\_

Name of Officiant: \_\_\_\_\_

Will there be a Eucharist? Yes No Acolytes? Yes No

Rehearsal date and time: \_\_\_\_\_

Name & phone number of Wedding Consultant: \_\_\_\_\_

Approximate number of guests attending: \_\_\_\_\_

Will you need pew candles? Yes No

Will you need candelabras? Yes No

Have you met with the Cathedral organist? Yes No

Will you require extra services from the Facilities Manager? Yes No

If so, please list \_\_\_\_\_

\_\_\_\_\_

Do you have any additional questions: Yes No

\_\_\_\_\_

## Wedding Information Checklist

*(For Cathedral Office Use Only)*

Names: \_\_\_\_\_ Date of Wedding: \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cathedral Member: Yes No

If not, name of home parish: \_\_\_\_\_

### Information

Information Forms	Date Sent	Date Received in Office
Information Sheets		
Declaration of Intention		
Wedding Checklist for Couple		
Confirmation of Dates for Calendar		
Music Information (provided by organist)		
Notified Altar Guild : Yes:    Date:  Needs: Pew candles: Yes No Candelabras: Yes No Flowers:        Yes No		
Notified Facilities Manager: Yes    Date:		

Total Fees Paid: \_\_\_\_\_ Date: \_\_\_\_\_

Form completed by: \_\_\_\_\_

## Wedding Information for Cathedral Organist

*(To be completed by bride and groom & returned to the Cathedral Organist)*

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Date of rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

Soloist (if any) \_\_\_\_\_ Phone: \_\_\_\_\_

Processional Music: \_\_\_\_\_

Recessional Music: \_\_\_\_\_

Special requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If you have received a copy of the wedding music cd, please return it to the Cathedral within two weeks of your wedding. There is a \$25.00 charge if this is not returned.**