



CHRIST CHURCH CATHEDRAL

Handbook for Weddings at the Cathedral

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Welcome to Christ Church Cathedral

We are pleased that you are considering Christ Church Cathedral for your wedding or union. This booklet outlines our policies, practices and fee structure and will assist you in determining whether the Cathedral might be right for your ceremony.

WHAT TO CONSIDER

Christ Church Cathedral is the cathedral of the Episcopal Diocese of Missouri. As Episcopalians, we are part of the worldwide Anglican Communion and trace our heritage to the beginning of Christianity. As such, all weddings and unions must conform to Christian doctrine, whether the service is conducted by an Episcopal priest or a clergy member of another recognized denomination.

FIRST STEPS IN PREPARING FOR YOUR WEDDING

Please carefully read the material in this booklet. After reviewing our policies and guidelines, if you are interested in having your ceremony at the Cathedral, contact us to schedule a visit or discuss available dates. To do so, please contact the Cathedral Administrator. (See *Cathedral Staff Contact* page for all ceremony related telephone and email information.)

Ceremonies are scheduled for Saturdays between the hours of 11:00 am and the latest start time of 5:00 pm; rehearsals are scheduled for the Friday prior at 6:00 pm – No Exceptions.

It is our custom not to schedule ceremonies on the following days unless the Dean of the Cathedral has granted an exception and our Wedding Liaisons are available:

- During the season of Lent, Holy Week and Easter
- On days of scheduled Confirmation services
- On days of scheduled Diocesan events
- Memorial Day weekend
- Fourth of July weekend
- Labor Day weekend
- Thanksgiving Day weekend
- Christmas Week through Jan 2

CATHEDRAL STAFF INVOLVEMENT IN YOUR CEREMONY

Cathedral Administrator: Your first point of contact, the administrator is also the person to assist you along the way with any questions you may have.

Your Clergy Officiant: You will need to be in close contact with your officiant regarding ceremony planning and any other requirements. If a member of the Cathedral clergy staff is officiating, they will instruct you as to what is required based on your specific circumstance. The requirements set by other recognized denominations must be met when a member of clergy from that tradition is officiating.

Cathedral Organist: The Cathedral organist (our Canon Precentor) plays at all ceremonies (included in your stipend) and must approve all musical selections. All music must be either sacred (from the hymnal) or classical music pieces. Soloists and other musical guests are welcome to be a part of your ceremony, as well (your financial responsibility). Please see the *Music Appendix* for musical suggestions, requirements for other musicians and vocalists, and additional instructions.

Wedding Liaisons: Each ceremony will be directed by trained Cathedral Wedding Liaisons. They will be your point persons for both the rehearsal and ceremony day details and are in charge of all arrangements concerning the ceremony.

A note about Wedding Planners and Consultants – Many couples find it helpful to employ an outside firm to assist with making their day special and keeping it running smoothly. That person can be invaluable in coordinating many of the details surrounding your celebration. *Nevertheless, while your planner or consultant is welcome to attend as an observer or to offer support, they have no role in directing the rehearsal, processional or ceremony.*

Flower Coordinator: You may use the Cathedral florist or florist of your choice, but all church flower arrangements must conform to Cathedral specifications. Our Flower Coordinator will assist you with information regarding the flowers for the church.

Cathedral Support Staff: Our dedicated team of custodial, security and other support staff members contribute to the high professional standards we hold for all Cathedral events.

NEED-TO-KNOW ITEMS FOR YOUR CEREMONY

Visiting Clergy: Should you wish to have a member of clergy from another denomination officiate at your ceremony, they must first contact the Cathedral Administrator to discuss the guidelines of the Cathedral and provide required credentialing information to ensure that they are licensed to sign the legal certificates in the State of Missouri. Episcopal clergy from other Dioceses must also be in contact with the Vicar and have approval of our Bishop to perform a ceremony here.

The Inclusion of Children in Your Ceremony: Children are always welcome at the Cathedral. Should you wish to include children as attendants in your ceremony, we request that they be over five years of age. Children younger than five, while they may do fine in rehearsal, rarely have the ability to navigate down the aisle alone when the church is full of people and all eyes are trained on them. If you feel you must include a child younger than five, we require that a parent/guardian of that child accompany them down the aisle. And, even those five and above can become intimidated by having all the attention focused on them during the ceremony. Please remain flexible as to the child's ability to participate and to accommodate their needs in ways that maintain the best, most relaxed atmosphere for all. In other words, where children are involved, prepare for and be willing to execute "Plan B."

Scheduled Start Times: Starting on time is an important part of hospitality to your guests and is also imperative to the ongoing operations of the Cathedral. Both the rehearsal and ceremony will start promptly on time. Please advise all members of the wedding party to arrive 15 minutes prior to the rehearsal start time. The rehearsal will not start over to accommodate late arrivals and is strictly limited to 1 hour. Please see the fee schedule for charges due to delayed start/end times.

Flowers and Decorations: Flower arrangements on the high altar are provided by Cathedral parishioners each week. Unless otherwise requested by the giver, you may coordinate the flowers to your wedding colors. Should there be specific floral choices that are above our normal weekly costs, you would pay the difference in price directly to our florist. Other florists, if preferred, must adhere to Cathedral size specifications and placement. Please discuss all floral needs with our Flower Coordinator.

We do not allow floor runners, birdseed, rice, animals of any kind, decorations in the aisles or attached to the chairs, wagons, unity candles, sand ceremonies or any other non-liturgical rituals at the Cathedral. Should you have something in mind that is not listed here, please check with the Cathedral Administrator or your Wedding Liaison before planning to incorporate it into your ceremony.

Photography: You may use the professional photographer of your choice. All photographers and/or videographers must contact the Cathedral Administrator to receive the photo and video guidelines they must follow. Flash photography is allowed during the procession of the wedding party, but no flash photography is allowed during the service. All professional photographers know how to adjust their settings to accommodate this request. Guests at the ceremony may not use cameras or cellphones to take pictures once the service has begun.

Should you wish to incorporate use of the red doors at the back of the Nave for dramatic effect, please understand that glare from the glass outer doors, passers-by on the public sidewalks, vehicles, etc. may also be in your photos. You will need to provide 2 persons (not your ushers) to be responsible for opening the doors at the prescribed point in the ceremony. PLEASE speak with your photographer in advance as to their ability to accommodate and/or manipulate the photos, should the need arise.

Food and Beverages: It is highly recommended that light food and bottled water be part of the ceremony day items you bring in for your wedding party. While it is comical to see videos on television where a member of the wedding party faints during the ceremony, it most assuredly is not funny when it happens to you. Encourage everyone to be well hydrated and have at least a light snack before the service begins. **No alcoholic beverages of any kind are permitted on Cathedral grounds.**

Parking: Christ Church Cathedral is proud to be part of the downtown St. Louis community. As with any event in an urban setting, parking needs should be part of the planning. The entire south side of the Cathedral campus is parking; however, the Cathedral owns *only* the parking area at the corner of 13th Street and Olive Street. During the hours of most ceremonies, the US Bank parking areas are available to guests at no charge. The middle parking section with the spaces marked "SLU" are reserved for the St. Louis University Law School and are not available for use by guests. Additional paid parking is available at meters on the street or the parking garage across Olive Street at the Park Pacific building. Arrangements can sometimes be made in advance with the Park Pacific to allot a block of parking spaces specifically for your ceremony. You would have to contact them directly to procure. Please be sure to assist your guests with parking information.

Cathedral Furnishings: At various times the Cathedral may host exhibits or be decorated to celebrate church or community events. Please know that we do not remove these items for weddings.

The Cathedral reserves the right to amend all policies as needed without notice.

STIPENDS AND FEES

The stipend includes the services of all ceremony day Cathedral personnel (Organist, Liaisons, custodial and security personnel) and the facility usage. Contact the Cathedral Administrator about payment arrangements for the stipend and any questions regarding wedding details.

Stipends for use of the Nave are:

Cathedral & Diocese of Missouri Episcopalians	<i>\$1500.</i>
Episcopalians outside the Diocese of Missouri	<i>\$2000.</i>
All other Christian denominations	<i>\$2500.</i>

Special pricing is available for small ceremonies in the Chapel. Please contact the Cathedral Administrator for stipend requirements.

We accept payment by check or credit card, see Policies and Contract forms for details.

The stipends above include the one hour rehearsal, use of the Cathedral two hours before the ceremony, ceremony time and 45 minutes after the ceremony concludes.

If a member of the Cathedral clergy is officiating, there is no additional stipend required. However, a gift to the clergy discretionary fund is a wonderful way to offer thanks for their working with you on this special occasion. Such gifts are completely voluntary, and the proceeds are placed in a special fund which is used, in part, to assist the poor.

Please remember to discuss the stipend expectations of all other clergy persons with them at the time you are scheduling their services.

Overtime Charges

Delayed starts/ends for the rehearsal and ceremony are billed at \$150.00 per 30 minute increment with a 30 minute minimum.

Prearranged extended times must be scheduled in advance. Prearranged extensions are billed at \$150.00 per hour increment with a one hour minimum.

CATHEDRAL STAFF CONTACT INFORMATION

Cathedral Administrator

Annette Carr

314-255-1641

administrator@christchurchcathedral.us

Organist

Canon Precentor William "Pat" Partridge

314-255-1634

Please use the Administrator's email in all correspondence

Wedding Liaisons

After your ceremony is scheduled, a team of liaisons will be assigned. They will contact you at least one month prior to your ceremony.

Flower Coordinator

Jane Mayfield

314-952-3646

Geechi Florist

314-621-4748

Music Appendix

Pre-Wedding Music

If Thou But Suffer God to Guide Thee	J.S. Bach
Jesu, Joy of Man's Desiring	J.S. Bach
Sonata in E Minor: Adagio	J.S. Bach
Come Down, O Love Divine	H. Ley
Fifth Symphonie: Adagio	C.M. Widor
How Pleasant and How Fair Thou Art	M. Dupre'
So Now As We Journey, Aid Our Endeavor	M. Dupre'
Antiphon III	M. Dupre'
Second Sonata: Adagio	F. Mendelssohn
Prelude in G Major	F. Mendelssohn
Berceuse	L. Vierne
Arabesque	L. Vierne
Song of Peace	J. Langlais

Wedding Marches

Water Music Suite: Air (attendants)	G.F. Handel
Canon in D Major (attendants)	J. Pachelbel
Trumpet Voluntary in D Major (Prince of Denmark's March)	J. Clarke
Trumpet Tune in C Major	H. Purcell
Psalm Nineteen	B. Marcello
Rigaudon	A. Campra
Marche en Rondeau	M.-A. Charpentier
Fifth Symphonie: Toccata	C.M. Widor
La Rejouissance	G.F. Handel
First Suite: Rondeau	J.-J. Mouret

Suggested Vocal Solos

The Wedding Song (Wither Thou Goest)	H. Schuetz
The Song of Ruth (Entreat Me Not to Leave Thee)	C. Gounod/F. Peeters
O Perfect Love	L. Sowerby
The Lord's Prayer	A. H. Mallote
	F. Peeters/N. Rorem
Panis Angelicus	C. Franck
Bist Du Bei Mir (Thou Art My Joy)	J.S. Bach
Set Me as a Seal Upon Thine Heart	J. Clokey
Wedding Prayer	F. Dunlap
Biblical Songs	A. Dvorak
Ave Maria	F. Schubert
	J.S. Bach/C. Gounod
Wedding Hymn	G.F. Handel
The King of Love My Shepherd Is	H.R. Shelly
The God of Love My Shepherd Is	E. Thiman
The Call	R.V. Williams

Music Appendix (continued)

Contact the Canon Precentor at least one month prior to your ceremony date to discuss all musical selections, musicians, and/or vocalists.

The Cathedral requires that music selections, whether to be performed by a Cathedral organist, outside musicians, or soloists/vocalists be approved by the Canon Precentor. Music must be either sacred (from the hymnal) or classical music pieces.

All outside musicians and performers must be trained musicians/vocalists and must be approved by the Canon Precentor. They must be musically prepared and provide accompaniments in the appropriate keys.

The organist is not present at the rehearsal.

Needed rehearsal time for those to be accompanied by the Canon Precentor, is to be arranged at least one month in advance of the ceremony.

Should the Canon Precentor be unavailable to play at your ceremony, he will assign another organist.

All soloists/vocalists will sing from the choir loft. Exceptions must be approved in advance by the Canon Precentor.

No pre-recorded music of any type is allowed at the Cathedral.