

WEDDING CEREMONY PLANNING & RESERVATION FORM

Thank you for your interest in a wedding ceremony at St. Chrysostom's Episcopal Church. At St. Chrysostom's Church, the celebration and blessing of a marriage is a sacred occasion. St. Chrysostom's takes seriously the responsibility of upholding those who enter the Sacrament of Holy Matrimony. Members of the St. Chrysostom's congregation can be married here. It is expected that members support the church through a financial pledge. It is our wish that you might see St. Chrysostom's as your church home, a place to worship and be fed, a place to seek God and each other as you begin your life together.

If you are not currently a member and desire to become a member of St. Chrysostom's Episcopal Church, please contact the church office (info@saintc.org) to start the process of learning about the church and to meet with a clergy member. Finding a way to connect with the St. Chrysostom's community and your support of the ministry of St. Chrysostom's through a financial pledge is part of membership.

If you are a member and interested in a wedding ceremony, please complete the forms in this packet and email to the church office at info@saintc.org. We look forward to discussing your wedding ceremony with you.

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I. Ceremony Guidelines

Weddings at St. Chrysostom's are conducted according to the order of service found in [The Book of Common Prayer under Pastoral Offices, starting on page 423](#). This is your primary tool in planning a wedding service.

The officiating clergy, under the direction of the Rector of St. Chrysostom's, is in charge of all aspects of the wedding. This individual also conducts the wedding rehearsal and usually pre-marital counseling as well. Other Episcopal or ecumenical clergy in good standing are welcome to assist. As marriage is a sacramental rite, the clergy are in charge of all aspects of the ceremony.

MUSIC

Because the wedding service is an act of worship, wedding music at St. Chrysostom's is ruled by the Episcopal Canon Law and the policies of this parish. Only sacred music is allowed during the service: any sacred music deemed appropriate for all services in this church having an approved text (Prayer Book, Bible, Hymnal) is suitable for your ceremony.

The Director of Music will assist you in choosing appropriate music as well as any special music you wish. All guest musicians must meet with and be approved by the Director of Music. Please see the [Ceremony Music Section](#).

PRE-MARITAL COUNSELING

The Canons of the Episcopal Church require couples to attend three (3) or more pre-marital counseling sessions with the clergy in preparation for marriage. Please arrange to meet with the clergy, preferably the one officiating your wedding, as the first step in your marriage preparation. Sessions with the clergy will entail everything from planning portions of the service to discussions regarding your life together as partners in money, parenting, etc. Both parties are responsible for reading the marriage rite in [The Book of Common Prayer](#).

These sessions do not include any meetings with the Music Director or church staff for coordinating ceremony activities. You are encouraged to meet with them separately to make sure the needs and arrangements for your specific day are addressed and we can make it as wonderful as you wish.

MARRIAGE LICENSE

A marriage license should be obtained from the County Courthouse not more than 20 days prior to the ceremony. This document must be presented to the officiating clergy or church staff at the wedding rehearsal. This will be completed and sent back to the County Clerk's Office by the Parish office.

PHOTOGRAPHS

- May be taken before or after the service in the church and/or courtyard.
- During the ceremony, the photographer will remain behind the congregation until the final recession is complete.
- The photographer may take flash photos during the seating of relatives, procession, and after the final blessing.
- Flash photography is not allowed during the ceremony.
- Provided that they remain behind all seated guests, photographers may take pictures using existing lighting during the ceremony.
- Clergy will interrupt the service if necessary, to address any infractions of the set rules.
- Any variations must be approved by the officiating clergy prior to the ceremony.

VIDEOTAPING

- The camera must remain stationary in the Crane Chapel.
- No artificial lighting may be used.
- The clergy must approve all video plans.

WEDDING PROGRAMS

- The production of the wedding program is the responsibility of the couple being married. The clergy must approve before printing.

DECORATIONS

- Flowers: We request that flowers be left to beautify Sunday worship in your honor.
- Candles: The church will provide candles for the altar. We also have a set of 14 wooden candelabra for the aisle available for rent. Decorating the candelabra is not permitted, because it presents a fire hazard. No other candles may be used.
- Pew decorations: It is permitted to decorate the pews as long as nothing is attached with tape of any kind, as this pulls the finish off the wood. Ribbon is recommended for these purposes.
- Aisle runners: Aisle runners are a trip hazard and therefore, are not allowed.
- Throwing rice, birdseed, confetti, etc., either in the church or in the courtyard, is prohibited. Flower petals are permitted but it is the responsibility of the wedding party to see that they are cleaned up afterward.
- Plans for other decorations should be discussed with church staff.

PARKING

There are several garages nearby for parking and city parking rules apply. Parking suggestions: street parking, valet at RH Chicago (1300 N. Dearborn) and garages (88 W. Schiller & 1250 N. Dearborn).

There's a drop off with ramp in front of the church then a ramp that will take you into the church to access the sanctuary.

FEES

Please refer to the [Contract Section](#) with all relevant fees. All fees must be paid two weeks prior to the ceremony date. Payments can be mailed to the church office or paid online:

<https://onrealm.org/SaintC/give/ceremony>.

II. Ceremony Form

Wedding/Ceremony Date		Time (start/finish)	
Rehearsal Date		Time (start/finish)	

Officiating Clergy Person	
Holy Eucharist Included	
High Altar or Crane Chapel	

Scripture Readings			
First Lesson		Reader	
Second Lesson		Reader	

Gospel – Deacon or Priest	
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Reader of the Prayers	
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Organist	
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Florist (St. Chrysostom's will recommend if desired)			
Date & Time for Floral Delivery		Flowers will remain at church*	
*Flowers left at church will be honored on Sunday with a dedication in the bulletin.			

Photographer	
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Contact for Planning Details (Name, Phone & Email)	
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Special Instructions:	
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SPOUSE #1 INFORMATION

Full Name		
Address		
Contact Phone & Email		

Do you consider yourself a member of St. Chrysostom's Church?				
Have you made a financial pledge to St. Chrysostom's Church?				
Do you participate in the St. Chrysostom's community?				
Baptized?		Date		Church
Confirmed?		Date		Church
Have you been married previously? If so, number of times.				
If a member of another congregation, please list.				

SPOUSE #2 INFORMATION

Full Name		
Address		
Contact Phone & Email		

Do you consider yourself a member of St. Chrysostom's Church?				
Have you made a financial pledge to St. Chrysostom's Church?				
Do you participate in the St. Chrysostom's community?				
Baptized?		Date		Church
Confirmed?		Date		Church
Have you been married previously? If so, number of times.				
If a member of another congregation, please list.				

ATTENDEE INFORMATION

Spouse #1 Witness Name:	
Spouse #2 Witness Name:	

Number of Additional Attendants/Flower Girl/Ring Bearer:	Spouse #1:	Spouse #2:
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Usher Names:	
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Approximate Number of Guests	
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RESERVED SEATING INSTRUCTIONS

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III. Ceremony Music

Richard Hoskins, Director of Music is delighted to help you shape the music for your ceremony. The spectacular Fisk organ, various soloists, trumpeters and the carillon are all available for your celebration service. The information sheet contains the song titles by the song numbers listed in the music table below.

Wedding music at St. Chrysostom is ruled by Canon Law and the church policies. Only sacred music is allowed during the service: any sacred music deemed appropriate for services in the church having an approved text (selected from the Book of Common Prayer, the Bible, the Hymnal) is suitable. Recorded music of any kind is not allowed. We welcome guest musicians, but the choice of music must be pre-approved.

The standard program of music includes a 20-minute prelude chosen by the organist, a Processional and a Recessional. You are encouraged to add hymns sung by family and friends, plus 1 or 2 solos sung by a member of our Choir or choral anthems sung by our Choir. Specific requests for organ music and other music may also be included.

The Music Information Sheet includes many specific Processional and Recessional pieces from which to choose. All may be played by trumpet except those by Pachelbel, Bach and Widor. The works by Purcell, Clarke, Charpentier, Handel and Mouret can be used for both Processional and Recessional.

Please contact Richard Hoskins at richard@saintc.org for an appointment to discuss music at your ceremony.

MUSIC INFORMATION SHEET & SELECTIONS

MUSICIAN SELECTION

Organist	
Trumpeter	
Soloist	
Choir (Indicate 8, 12 or 16)	
<u>Carillonneur</u> : The 43-bell Carillon adds a glorious ten-minute finish to your ceremony as guests exit the church.	
Piper (pipe out of church into courtyard)	
Other: Please Describe	

CHOIR

The Choir sings in groups of 8, 12, or 16 for Choral Weddings. The Music Director will suggest Anthems and Service Music and you select 1-2 of those. For a service without Eucharist, 1-2 anthems may be sung. For a Eucharist 1-2 anthems and service music may be sung.

PROCESSIONAL & RECESSIONAL MUSIC

Indicate Selection			
1	Wedding March	Richard Wagner (Processional Only)	
2	Overture to Royal Fireworks Music	G. F. Handel (Processional only)	
3	Trumpet Tune in D	Henry Purcell	
4	Canon in D	J. Pachelbel (Org./Processional only)	
5	The Prince of Denmark's March	Jeremiah Clarke	
6	Prelude to the Te Deum	Marc-Antoine Charpentier	
7	Prelude to Hercules	G. F. Handel	
8	Rondeau	Jean-Joseph Mouret	
9	Allegro maestoso Water Music	G. F. Handel (Recessional only)	
10	Wedding March	Felix Mendelssohn (Recessional only)	
11	Prelude in G Major	J. S. Bach (Org./Recessional only)	
12	Toccatà	C. M. Widor (Org./Recessional only)	

HYMNS

For a ceremony without Eucharist, select 1-2 hymns, for a Eucharist select 1-3 hymns. Hymns 376-397 are recommended for ceremonies with guests from diverse religious backgrounds. Hymns 410-657 will be familiar to Episcopalians.

Indicate Selection			
13	376 - Joyful, joyful we adore thee		
14	377 - All people that on earth do dwell		
15	380 - From all that dwell below the skies		
16	390 - Praise to the Lord		
17	397 - Now thank we all our God		
18	410 - Praise my soul the king of Heaven		

19	432 - O praise ye the Lord	
20	516 - Come down, O love divine	
21	518 - Christ is made the sure foundation	
22	645 - The king of love my shepherd is	
23	657 - Love divine, all loves excelling	

SOLOS

For a service without Eucharist, 1-2 solos may be sung. For a Eucharist 1-2 solos and service music may be sung. Members of our professional Choir can sing as soloists. Soloists are paid a separate fee in addition to the fee for the Choir.

Do you have a voice preference?	
Soprano	
Mezzo-Soprano	
Tenor	
Baritone	

Sung by a Soprano (Indicate Selection)		
24	Exultate, Jubilate W. A. Mozart	
25	Alleluia W. A. Mozart	
26	Let the bright seraphim G. F. Handel	
Sung by all Voices (Indicate Selection)		
27	Bist du bei mir J. S. Bach	
28	Wedding Song Heinrich Schütz	
29	Come, my way, my truth, my life Ralph Vaughan Williams	
30	The Gift of Love Hal Hopson	
31	Ave Maria Franz Schubert	
32	Ave Maria Charles Gounod	

CHORAL ANTHEMS SUITABLE FOR WEDDINGS

Title	Description	Link
Set me as a Seal upon thy Heart - William Walton	Set me as a seal upon thy heart, as a seal upon thine arm: for love is strong as death: Many waters cannot quench love, neither can the flood drown it. (Song of Solomon)	http://www.youtube.com/watch?v=OaG_QWF2AWc

Title	Description	Link
Rise up, my love - Healey Willan	Rise up, my love, and come away; for lo, the winter is past, the rains are over and gone. The flowers appear upon the earth, the time of the singing of birds is come. Arise, my love, and come away, away.	http://www.youtube.com/watch?v=u7A7UIVESmk&feature=list_related&playnext=1&list=MLGxdCwVVULXdc4bW6HpW2VHdmwXcTqMW7
The Lord Bless you and keep you - John Rutter	The Lord bless you and keep you, the Lord make his face to shine upon you and be gracious unto you; the Lord lift up the light of his countenance upon you and give you peace. Amen.	http://www.youtube.com/watch?v=bvyCQTDxpBc
Laudate Dominum Wolfgang - Amadeus Mozart	Praise the Lord, all you nations, laud him, all you peoples. For his loving-kindness toward us is great, and the faithfulness of the Lord endures for ever. (Psalm 117)	http://www.youtube.com/watch?v=vY_zGwyH54s&feature=related
Jubilate Deo - Orlando di Lasso	O be joyful in the Lord, all ye lands, serve the Lord with gladness, and come before his presence with a song.	http://www.youtube.com/watch?v=Ld6opsYpfUQ
Jesu, Joy of our Desiring - Johann Sebastian Bach	Jesu, joy of our desiring, holy wisdom, love most bright; drawn by thee, our souls aspiring, soar to uncreated light. Word of God our flesh that fashioned with the fire of life impassioned. Striving still to truth unknown, soaring, dying, round thy throne.	http://www.youtube.com/watch?v=K3mKkLMzLpc&feature=related
Exultate Deo - Giovanni da Palestrina	Sing we merrily unto God our strength, make a cheerful noise unto the God of Jacob. Take the psalm, bring hither the tabret, the merry harp with the lute. Blow up the trumpet in the new moon, even in the time appointed, and upon our solemn feast-day. (Psalm 81:1-3)	http://www.youtube.com/watch?v=YslcrPDm4QI
Exsultate, Jubilate - Wolfgang Amadeus Mozart	Exult, rejoice, O happy souls, and with sweet music let the heavens resound, answering, with me, to your song.	http://www.youtube.com/watch?v=SZ2rSyPckTU&feature=related
Gaelic Blessing - John Rutter	Deep peace of the running wave to you, deep peace of the flowing air to you, deep peace of the quiet earth to you, deep peace of the shining stars to you, deep peace of the gentle night to you, moon and stars pour their healing light on you, deep peace of Christ the light of the world to you. (Words adapted from an old Gaelic rune)	https://www.youtube.com/watch?v=ObrYXo93QYI
Ubi caritas - Maurice Duruflé	Where true love and charity dwell, God himself is there. Since the love of Christ has joined us in one body, let us all rejoice and be glad, now and always.	http://www.youtube.com/watch?v=457nVpxJDkA

Title	Description	Link
	And as we hear and love our Lord, the living God, so let us in sincerity love all people. Amen.	

IV. Ceremony Fee Contract

We look forward to hosting your ceremony at St. Chrysostom's Episcopal Church. All fees are due two weeks prior to the ceremony date and payment can be mailed to the church office or paid online: <https://onrealm.org/SaintC/give/ceremony>.

Ceremony Date & Time:	
Reception Date & Time:	
Spouses:	
Officiant:	

Item	Description/Fee	Amt. Due
Ceremony Fee for Members	Any donation to the church based on the place St. Chrysostom's holds in your life and your experience with the church would always be greatly appreciated but is not required.	
Nonmember Reservation Fee	\$500	
Ceremony Setup & Cleanup Fee	\$200	
Church Staff Support & Coordination	\$200	
Live Stream to YouTube	\$250	
Candelabra Rental with Candles	\$300	
Reception Room Rental	\$100/per hour	
Reception Setup & Cleanup Fee	\$200	
Music Consultation	\$50	
Music Rehearsal	\$50	
Organist – ceremony & administration	\$350	
Musicians	\$100/4 or more musicians	
Soloist	\$250/each	
Trumpeter	\$275	
Carillon	\$275	
Choir (8, 12 or 16 people)	\$100/per chorister	

Extra Music	\$50/per musician	
Bagpiper	\$250	
TOTAL DUE		

Spouse #1 Signature & Date		
Spouse #2 Signature & Date		