



The Cathedral  
Church of **Saint John**  
**the Divine**

**Weddings at the  
Cathedral Church of St. John the Divine**

*(updated 5/3/2018)*

Congratulations! It is a sign to all of us of hope and promise for the future that you have decided to make this life-long commitment. Our tradition both celebrates and blesses marriage—an honor we approach as a sacred trust.

We are honored that you would like to make this commitment here at the Cathedral. We want each and every service and program and the people who attend them to be treated with the respect they deserve. Coordination, good communication and advance planning will serve all of us well.

### **General Information**

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The Cathedral Church of St. John the Divine is the Cathedral of the Episcopal Diocese of New York. We welcome all, and the customs and practices of our ministries follow the procedures and rituals of the Episcopal Church in America and the Diocese of New York. Weddings are usually Episcopal ceremonies but may also be interfaith. We bless civil marriages or act as agents of the State of New York and perform marriages. However, our primary function is as a religious institution, a church, and we want to make certain that what we are able to offer for weddings matches your expectations and desires.

### **The First Step**

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Contact the Pastoral Care Office at [pastoralcare@stjohndivine.org](mailto:pastoralcare@stjohndivine.org) or 212-316-7483, Monday – Friday between 9 a.m. and 5 p.m. Intake information will be requested (see the last page of this wedding information packet for the intake form). A Cathedral clergy person will work with you to see whether or not we can accommodate what you would like for a wedding.

***A Cathedral clergy person must oversee your wedding***, even if a visiting priest or interfaith minister is also involved (more on this under ***Visiting Ministers and Interfaith Weddings***).

Please note that wedding plans are not considered confirmed until you have heard from the clergy person assigned to your wedding and until all requirements have been met.

In addition to the priest celebrating your wedding, the Cathedral Music Coordinator/Organist will be directly involved. For larger weddings and those that include the Eucharist, a Cathedral Wedding Liaison will be engaged. The officiating priest will oversee the service and their work.

## **The Church's Laws Concerning Marriage**

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The Episcopal Church requires that at least one of you is a baptized Christian, and that both of you receive instruction from a priest as you embark on the journey and commitment of Holy Matrimony, which is intended to be a lifelong union.

### ***Remarriage***

The Episcopal Church believes that marriage is a life-long commitment, but also understands that love and relationships can change in irreparable ways. Remarriage is embraced but involves a process that includes the Bishop of New York. If either or both of you have been divorced, the priest must request and receive permission from the Bishop of the Episcopal Diocese of New York to perform a remarriage. If this is required, ***you must contact the Cathedral and begin the process at least four (4) months before you hope to have your wedding.*** Please do not announce a date for your proposed marriage until the Bishop's consent is given, as the wedding cannot be confirmed or performed by an Episcopal priest without that consent.

## **The License**

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Your wedding license must be issued in New York State in the City of New York. Obtaining the marriage license is the responsibility of the couple and must be brought to the priest at the wedding rehearsal.

## **The Wedding Service**

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*The Book of Common Prayer* provides the basic worship format for all weddings at the Cathedral. You will find that it is a wonderful "library" of suggested readings, prayers, and blessings that span beautiful traditions across the generations and have been used by the Anglican and Episcopal Church for hundreds of years. Any modifications to the readings or the format must be discussed with your priest.

Because the Eucharist (Holy Communion) is central to worship in the Episcopal Church, we encourage you to consider including it as part of your wedding.

A personalized printed order of service (bulletin) will be provided exclusively by the Cathedral in consultation with the officiating priest. Please see the Fees section for costs associated with the bulletin. Production charges may be higher if the service bulletin content is not submitted in a timely fashion or if you request additional insertions/pages.

## Cathedral Wedding Spaces

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### ***St. Columba Chapel***

Center aisle; traditional altar; seating for 60 guests. The Flentrop organ is available in this chapel.

### ***St. Saviour Chapel***

Seating for 60 guests in rows or in a circular fashion. The Flentrop organ is available in this chapel.

### ***St. Martin Chapel***

Center aisle; traditional altar; seating for 60 guests. The Sacrament is reserved in the Chapel. The ceremony should always include Holy Communion. The Flentrop organ is available in this chapel.

### ***St. Ambrose Chapel***

Traditional altar or free standing; stall seating for 25 guests facing each other; possibility of extra chairs on center floor; good for small weddings. The Flentrop organ is available in this chapel.

### ***St. James Chapel***

Small church size chapel with organ; seating for 125 guests; center aisle; traditional or free standing altar; most weddings are held here.

### ***The Great Choir***

In front of the High Altar, seats 250 guests, traditional Anglican collegiate style (one facing the other); uses the Great Organ.

### ***The Crossing***

Freestanding altar in the Main Cathedral, for exceptionally large numbers of guests; uses the Great Organ.

## Visiting Ministers and Interfaith Weddings

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We have been blessed to host many beautiful interfaith ceremonies and are often asked whether a visiting minister—from your home church, for example, or a member of another faith tradition, such as a Rabbi or Imam—may perform the wedding ceremony. All visiting ministers will work with the Cathedral clergy, but ***an Episcopal priest must preside at the exchange of vows, pronounce the blessing, and sign the marriage license.*** Normally that priest will be a member of the Cathedral staff.

Make certain you speak directly with the assigned Cathedral clergy person about your request and about how the service might be conducted. Your assigned priest will consult with the Dean of the Cathedral about your request.

## Wedding Times

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The Cathedral is a marvelously busy place, perhaps more so than many regular parishes, even large ones. We are blessed to have many daily activities, weddings, baptisms, confirmations, ordinations, funerals, rehearsals and concerts, public education offerings, and tours. We are one of the most visited sites in the City. For this reason, it is important to note that the Cathedral remains open to the public during wedding services, even those in the Great Choir. Cathedral staff will do all it can to ensure the privacy of the ceremony.

Standard hours for weddings are: **10:30 a.m.** or **3:30 p.m.** on **Saturdays**, but we may also be able to accommodate a weekday wedding, schedules permitting. The priests' and Cathedral's schedule of services, rehearsals, and concerts normally do not permit weddings on Friday or Saturday evenings. Due to regular worship schedules, ***the Cathedral does not perform weddings on Sundays*** and weddings are not held during the season of Lent and performed rarely during the Advent season.

A wedding lasts anywhere from 45 minutes to an hour and 15 minutes, depending on the size of the wedding party and whether or not Holy Eucharist is included in the service

### ***Please note:***

- *The hour allotted and set aside for the ceremony is exact and will not permit late arrivals of the wedding party. Of course, we know you do not want to keep your guests waiting. But any disruption of the schedule could require the forfeiture of your ceremony time due to other scheduled Cathedral activities.*
- ***Recurring issues with late arrivals has necessitated setting a policy on late fee in the amount of \$500, which will be deducted from the wedding deposit fee (\$1,000). Please be mindful of the service start time and insure a prompt start of the wedding ceremony. There is a 15-minute grace period.***

### ***Rehearsal***

Rehearsal for the wedding is normally scheduled for the day before the ceremony, usually at 4 p.m., but ultimately based on the Cathedral schedule. Please consult with your priest to schedule the rehearsal if one is needed.

## The Cathedral Wedding Liaison

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For larger weddings or weddings with Holy Communion, the Cathedral engages a Wedding Liaison, who attends the rehearsal and wedding and assists the wedding party and the officiating priest. The liaison will ask for your wedding license and can also consult with you before your service about flower deliveries, photography, and other logistics.

Be sure to consult with the Wedding Liaison at least one month before your wedding. If you have employed a consultant or wedding planner to assist you with your wedding, please advise her or him that ***the Cathedral's wedding team—and only that team—oversees all facets of the rehearsal and the wedding service.***

## Reception Spaces

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Unfortunately, due to restoration, there are currently no available spaces for receptions.

## **Decorations**

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Floral planning may be made with the florist of your choice. Our preferred Cathedral florist is Martin Jobes Design (<http://www.martinjobesdesign.com/> or 646-436-1528), and locally, Winston Flowers New York City (800-567-7007), formerly known as Surroundings Flowers, has worked with the Cathedral. If time is required before the ceremony for special installation, the Cathedral will try to accommodate the florist. Day-before work is rarely possible given the Cathedral's many activities.

Your florist will be asked to provide a liability insurance certificate naming the Cathedral as "additional insured."

- *Please inform any private florist that Cathedral liability insurance does not permit the use of cloth floor runners or flower petals to be strewn on stone floors.*
- *Any decoration items beyond the flowers must be consulted with the Pastoral Care Office or the Cathedral wedding liaison, and/or the officiating priest.*

## **Photographers/Videographer**

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Please discuss your photography with the officiating priest in advance, so you can instruct your photographer or videographer on guidelines and restrictions. We want to make certain that the wedding is reverent with the decorum it deserves and also that you get good photos.

- *No flash photography is allowed during the service.*

## **Music**

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All music needs must be arranged through the Music Office with necessary fees or services as contracted (see the Fees section for more information). Once the wedding is confirmed, the officiating priest will inform the music department and make an introduction.

## Wedding Fees *(as of 5/3/2018)*

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<b>Wedding Space</b>	<b>Crossing</b>	<b>Great Choir</b>	<b>St. James Chapel</b>	<b>Other Chapels</b>
Non-Members	\$5,500	\$4,500	\$2,000	\$1,200
Members	\$4,500	\$3,500	\$1,750	\$1,000

**Refundable Deposit**     \$1,000 (includes the punctuality deposit noted on pg. 3)

**Clergy**     \$1,000 (includes 3 premarital meetings, Rehearsal and Ceremony)

**Wedding Liaison**     \$300

### **Musicians**

All musicians will be arranged by the music office). Fees below include payroll taxes.

**Organist**     \$580

If an organist is not engaged to play the wedding, a Music Supervisor from the Music Department will oversee the music at a fee of \$174

**Vocal Soloist**     \$406

**Choir**     \$232 per singer, available in groups of 4 or more

**Instrumentalist**     \$348 (Harp requires an additional cartage fee of \$200)

**Instrumental Groups** of 3 or more incur a contractor fee of \$174

**Sound Technician**     \$150 (required if using the Great Choir or Crossing)

**Bulletin**     \$200 - \$500 (depending on number, and color or black and white printing)

**Candles**     \$100

**Maintenance**     \$200 - \$500 (depending on time and location of service, if Eucharist is included and number of guests)

**Security**     Security fee of \$100 per guard for a 5 hour minimum shift is applied if:

- Wedding guests total more than 150 on a Saturday or more than 300 on a weekday
- The service extends beyond the Cathedral closing time of 6pm

**Payment Schedule**     Refundable deposit of \$1,000 due once date is confirmed. (The deposit will be refunded after the wedding ceremony)  
Final payment due 1 week prior to the wedding ceremony.



## Inquiry for Marriage or Blessing of a Union

\_\_\_\_\_  
Date of Inquiry

### Participant #1 (Primary Contact)

\_\_\_\_\_  
Full Name Religious Tradition Remarriage (y/n)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address Day/Evening Phone

### Participant #2

\_\_\_\_\_  
Full Name Religious Tradition Remarriage (y/n)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address Day/Evening Phone

\_\_\_\_\_  
Dates of the Wedding Anticipated Timeframe

\_\_\_\_\_  
Location Expected Number of Guests

\_\_\_\_\_  
Music preference Eucharist (y/n)

\_\_\_\_\_  
Relationship to the Episcopal Church, Cathedral of St. John the Divine or its congregation, St. Saviour (if any)

\_\_\_\_\_  
Specific Clergy person requested (if any)

**Please return this form via email to [pastoralcare@stjohndivine.org](mailto:pastoralcare@stjohndivine.org) or by fax to 212.932.7348.**