



The CATHEDRAL *of*
ST. PHILIP
SERVING ATLANTA AND THE WORLD

Planning A Wedding

Dear Engaged Couple:

The entire Cathedral family celebrates with you as you prepare for the sacred union of Holy Matrimony. This booklet is designed to inform you of the wedding guidelines and policies of the Cathedral of St. Philip. It contains the answers to many of your questions!

The Cathedral of St. Philip is a holy and majestic place to have your wedding. It is important to know that your wedding will be an Episcopal worship service, as outlined in The Book of Common Prayer. Things you have seen done at other weddings might not be a part of our liturgy and theology, or the customs of the Cathedral.

Please read through the policies and procedures of this handbook before planning your wedding. We want you to have a clear understanding of the policies, and avoid any disappointment or confusion later in the process.

We hope that the next few months will be filled with much joy and anticipation as you prepare for your marriage and new life together.

The Cathedral of St. Philip
Clergy, Staff, and Wedding Guild

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Introduction

To be married at the Cathedral of St. Philip, it is expected that either of you (or at least one of your parents) be active members of the Cathedral of St. Philip. (Canon Law requires that at least one of you be a baptized Christian). If you would like to become a member, please fill out a membership form.

When a member desires a wedding at the Cathedral of St. Philip, the first step is for the couple to make contact with the clergy whom they wish to solemnize their marriage.

Only an Episcopal priest in good standing with the Church may officiate a wedding at the Cathedral of St. Philip. A minister of another denomination may take part in the service, but may not officiate.

Your wedding date will be set once the priest is contacted, the date verified through him/her, and a deposit of ½ the total fee is received.

Wedding Date and Time

The Cathedral of St. Philip requires a minimum of a 90 day notice for a wedding, and allows scheduling up to one year in advance.

Weddings are scheduled only on Saturdays at 2 p.m., 3 p.m., 6 p.m., or 7 p.m.

Premarital Counseling

One of the opening lines of the service goes as follows: “Marriage is not to be entered into unadvisedly or lightly, but reverently, deliberately, and in accordance with the purposes for which it was instituted by God” (BCP, 423).

You will fulfill these words by participating in The Cathedral Counseling Center Premarital Workshop, held once a month at the Lanier House (home of the Cathedral Counseling Center).

After the workshop, 2-3 additional sessions are required with the clergy officiating your wedding. Contact the priest to schedule these counseling appointments.

Flowers and Decorations

The Cathedral Flower Guild oversees flower arrangements for all weddings. No one other than this guild may arrange the flowers for the worship spaces, including but not limited to the altar, entry doors, and aisle.

The only decorations behind the chancel rail are the altar flowers. Due to very limited space in Mikell Chapel, only altar flowers and one pair of candelabra are allowed, and wreaths or sprays may be added to the entry doors.

Flower Selection: The wedding fee for the Cathedral nave and Mikell Chapel includes standard, classic floral arrangements for the altar area. The couple may choose between arrangements in two traditional style urns or arrangements set in ceramic boxes. The fee also includes one, one-hour consultation with a Flower Guild member on site, one telephone consultation, and five email consultations. Additional consultations are available for \$100 each. Additional emails will incur a flat \$100 fee.

Couples should contact the Flower Guild co-chairs to discuss floral selections at least 60 days in advance of the wedding date. The Flower Guild chairs can provide advice on colors and flowers that work well in the Cathedral as well as information on seasonal availability. The Flower Guild co-chairs can meet with brides or grooms to review photos of weddings at the Cathedral and discuss the options available.

The Cathedral Flower Guild will make its best efforts to accommodate specific floral requests, but reserves the option to substitute as necessary and appropriate. If the couple would like to use expensive or out of season flowers, there may be an additional charge.

If there is more than one wedding on the same day, the Flower Guild chairs will coordinate the floral selection with the couples and make the final determination of the flowers used. Special liturgical holiday decorations, such as only greenery during Advent, Christmas flowers during the Christmas season, and red during Pentecost, will take precedence over weddings.

Additional Flower Arrangements: The Cathedral Flower Guild can arrange, for supplemental charges, alternative arrangements such as gardens and festival arrangements spreading the length of the altar, sprays or wreaths on doors, sprays on pews or candelabra, and pedestal arrangements in the narthex, as well as large pedestals in areas outside the worship spaces. The Flower Guild requires at least 90 days' prior notice to assemble these types of arrangements and is subject to the availability of skilled arrangers.

The Flower Guild is a volunteer organization, and if any of these additional arrangements are desired, they will do their very best to accommodate the request. In the event that an additional request cannot be accommodated, notice will be given from the Guild 45 days before the wedding date.

Candelabra: The Cathedral has a set of 14 wrought iron candelabra, which may be leased for weddings. These candelabra were custom designed for the Cathedral, each with a fleur-de-lis. The candelabra are placed at the end of pews and can be decorated with a spray arrangement. For smaller weddings, typically 6 or 8 candelabra are used. For larger weddings, 8 candelabra or the full set of 14 is used. A set of two free standing iron candelabra are available to be used in Mikell Chapel.

Pew Markers: The Cathedral has satin cords, which can be draped across the pews to reserve family pews if desired. If bows are being used, they must be attached with ribbon. Bows on wires are not permitted.

For large pedestal arrangements outside the worship spaces, such as the narthex, Court of Gratitude, Child Hall, the atrium, or main outside doors, the florist may install these, subject to Flower Guild approval in advance. Sensitivity to the nature of the sacred spaces of the Cathedral is paramount. The florist must provide their own stands or pedestals for the arrangements.

The couple's florist is responsible for all personal flowers such as bouquets and boutonnieres.

Flowers should be delivered at least one and a half hours before the wedding time. The bouquets and corsages should be delivered to the Parlor. If the room is not open, they should be placed on the pew outside the Parlor. The boutonnieres should be delivered to the Gould Room.

Flower Removal: The altar flowers for worship at weddings are also used for worship on Sunday morning. The congregation will celebrate and give thanks for the wedding in the Prayers of the People on Sunday morning.

The couple may take any additional arrangements that the Flower Guild has created. Cathedral-provided containers may not be removed; only pedestals or urns provided by the couple or their florist may be removed. Sprays may be removed for an additional fee to cover the cost of the cages. Wreaths may be taken as-is with no additional fee.

Alternately, the couple may choose to leave the additional flower arrangements for the following Sunday services.

It is the responsibility of the couple and/or their florist to remove any florist decorations and all personal flowers immediately following the ceremony. The Cathedral staff will dispose of any remaining containers and flowers.

Aisle Runners, Tossing Petals, etc.: Aisle runners are not permitted in either the Cathedral nave or chapel. Nothing is permitted to be thrown or scattered either inside or outside the Cathedral, including but not limited to rice, birdseed, sparklers, and flower petals. Bubbles may be used outside the Cathedral.

Cathedral Wedding Flowers and Decoration Checklist

Task	Time Frame
◇ Meeting with Flower Guild chair	After reserving date
◇ Contact Flower Guild co-chair to request any additional flower arrangements	90 days in advance
◇ Contact Flower Guild co-chair regarding flower selections	60 days in advance
◇ Make payment for additional flowers or candelabra	30 days in advance
◇ Provide florist with a copy of Cathedral wedding flowers and decorations	

Flower Guild Co-Chair Contact Information

Grace Foster: 678-592-7497; gfooster418@gmail.com

Additional Floral Services Offered by Cathedral Flower Guild

- Additional Flower Cost (For expensive or out of season flowers): To be determined
- Alternative Designs or Festival Arrangement on High Altar: Final price will be determined based upon style chosen. \$800 to \$1000 additional charge is typical.
- Floral wreaths \$300 to \$400 each
- Candelabra: \$65 per pair, or Complete Set of 14: \$450 (If both couples are using on the same day: \$250 for each couple)
 - Price Per Candle: \$35 each candelabra = \$70 per pair of candelabra
- Pew Sprays (Price per spray, must be used in pairs)
 - Floral: Full Floral \$225
 - Touch of Flowers: \$200
 - Greenery: \$150
- Pedestals (placed in front of church and/or narthex)
 - Floral Pedestals: \$600 to \$1000 each
 - Greenery Pedestals: \$350 each

Prices are subject to change without notice

Photography and Filming

The Cathedral is equipped with a state-of-the-art Tricaster video system that is able to get multiple angles and close-up shots during the wedding liturgy. For an additional \$750 a sound technician will record the service using the different camera angles and provide your family with a DVD and digital copy of the service in 1080 HD.

If you have an outside photographer or videographer who has not shot at the Cathedral before, it is expected that he/she meet with the wedding coordinator to eliminate the possibility of any confusion on the day of the wedding.

Flash photography is prohibited during the service, and photographers must refrain from making conspicuous movements or causing any noise which may interrupt or detract from the ceremony.

Pictures may be taken of the wedding party at the altar for 20 minutes following the ceremony, after the church has been emptied. Pictures which include the priest should be taken first so that he/she may leave to prepare for their Sunday responsibilities.

There are two places in the Cathedral where a videographer may stand while filming: in the balcony, and behind the reredos (behind and to one side of the altar). Video cameras and videographers must be stationary.

It is not possible to plug into the Cathedral sound system.

Wedding Music

Music is an important component of Episcopal worship. It is the responsibility of our music department to provide music for all Cathedral worship services, including weddings. All musical arrangements for your ceremony must be made in consultation with the Cathedral musician assigned to play for your service, and no musical arrangements may be made without the music department's prior approval.

Our organists preside over one of the finest Cathedral organs in North America and will ensure that the music for your ceremony is beautiful. The organist assigned to your wedding will play for 15-20 minutes immediately prior to the ceremony, so that your guests will arrive to the strains of joyous music.

As the couple to be married, the only music you need to select is the music to be played during the entering and retiring processions of the wedding party. Our Cathedral musicians play for dozens of weddings each year. They have identified a variety of musical options that work particularly well as processional music on the Cathedral's organ and in our acoustically resonant space. It is from this approved list that you will need to make your selections. To help you make your choices, recorded excerpts of these works are available our Wedding Music Selection Form, so that you can get a sense of how these pieces will sound in the Cathedral.

Entrance procession: For weddings in the Cathedral nave with a bride processing, you will make two selections total: one selection for the wedding party and one for the bride. If you wish, you may select the same piece for the entire wedding processional (wedding party & the bride), which is not inappropriate for any wedding and may actually be preferable if you do not plan to have a large number of attendants. If you select this option, the organist will heighten the organ's grandeur at the end of the piece, using yet fuller tonal resources of our magnificent Aeolian-Skinner organ for the entrance of the bride. For services in Mikell Chapel, where the aisle is short and the number of attendants usually fewer, choose only one piece for the entire entering procession.

Retiring procession: Choose one piece for the entire wedding party to depart. If necessary the organist will play an additional festive piece after the retiring processional music.

Hymns: You may include hymns during the marriage service if you anticipate that your guests will sing heartily. If hymns are to be included, they are usually sung immediately before the Ministry of the Word (BCP, page 425), and/or between the readings from scripture, and/or as the table is prepared for Holy Communion.

Hymns should be selected from *The Hymnal 1982* and your selections will ideally be well known by your guests. Some good choices would include 657, 376, 390, 410, 400 (select stanzas), 365, 353. *Be sure to read the entire text of your hymn selection(s) carefully, to be certain that the content is wholly appropriate to the occasion.*

Additional music at your wedding: Having made the choice to be married within the context of Christian worship at the Cathedral of St. Philip, all of the music you wish to include in your marriage ceremony must meet the standards and policies of The Book of Common Prayer and the Cathedral.

These policies include, but are not limited to:

- All music in worship must be performed live and without amplification. Recorded music is not allowed under any circumstances.
- All music must be sacred. Music with prominently secular connotations is not allowed.
- All texts that are sung must be taken from scripture or The Book of Common Prayer, or from texts congruent with them (BCP, page 14).
- In matters musical, the decision of the Canon for Music will be final. There may be music that you will have heard at other church weddings which, for a variety of reasons, is not allowed at the Cathedral. If you have questions about what is or is not allowed, the organist assigned to play for your wedding will be happy to guide you to choices that will make your ceremony here memorable.
- All arrangements for vocal or instrumental music are made by the Cathedral musicians. Please do not invite any musicians, friends, or family to perform during your ceremony without prior approval from the organist assigned to play for your service.

Instrumentalists: If you would like to have additional instrumentalists play for your wedding, please include your wishes on the wedding form. All additional musicians will be arranged for you by your organist. Additional fees will apply, payable directly to the musician(s) contracted to play.

Cathedral Choir: One of the many things the Cathedral of St. Philip is widely known for is the extraordinary quality of its choirs. Occasionally members of the Cathedral Choir are asked to sing for weddings. If you would like to request them, indicate that on the form and be in touch with the Canon for Music as far ahead of the wedding as possible. Because of their vast liturgical responsibilities, the choir's availability is limited. If they are able to sing for your ceremony, anthems must be chosen from their active repertoire. *Additional fees will apply, payable to the Cathedral.*

Soloists: If you wish to have a vocal solo during your ceremony, one of the Cathedral Singers will be engaged to sing. Many of these singers have a list of their own, appropriate repertoire, from which you may make your selections. Please consult your assigned organist if you wish to make these arrangements. Additional fees will apply for the staff soloist and the organist, *payable to the Cathedral.*

Music fees

- **Organist:** The basic organist fee is included in the Cathedral fee. Additional rehearsal with soloist or instrumentalists: \$50
- **Staff soloist:** \$200 (one or two solos)
- **Choir:**
 - Small ensemble of Cathedral Singers \$2500
 - Chamber ensemble \$3500
 - Cathedral Choir \$5500
- **Instruments:** Market rate, as contracted (typically \$200-\$350 per instrument), payable directly to the contracted musicians

The Order of Service Leaflet

The service leaflet's format varies just as each wedding does, but the basic contents remain the same. Several sample templates are available from the worship coordinator. **Please submit a proof to the priest for review at least one week before final printing.**

The official title of the wedding ceremony is, "The Celebration and Blessing of a Marriage," and should appear on the order of service leaflet. It is important to become familiar with the wedding liturgy.

The Rehearsal

The wedding rehearsal gives the wedding party the opportunity to become familiar with the service ahead of time so they are comfortable during the actual ceremony.

Wedding rehearsals are normally held on the Friday evening before the wedding at 5 p.m., 6 p.m., and 7 p.m. and will last an hour. This time is scheduled at the time your wedding is put on the Cathedral calendar. All members of the wedding party are expected to attend and should arrive at least fifteen minutes early. Your rehearsal will end at its scheduled time.

The marriage license needs to be brought to the rehearsal. The license will be signed and returned to the appropriate county office by the Worship Coordinator the week following the wedding. The marriage certificate will be returned to the couple by the county office four to six weeks after the wedding.

The Cathedral Wedding Guild is charged with the responsibility of assisting the priest at the rehearsal and for coordinating preparations prior to the ceremony on the wedding day. A member of the Guild will call the couple in the weeks prior to the rehearsal to discuss the details of both the rehearsal and the wedding.

The Wedding Day

All members of the wedding party should arrive at the Cathedral at least one hour before the wedding. The Parlor will be available two hours before the wedding. **Early entry is not available.**

The bridal party should have hair and make-up done before arriving, but may leave final preparations for the Parlor. The groom and groomsmen should arrive dressed and ready. It is expected the Parlor be vacant no later than one hour after the wedding.

It is suggested that arrangements be made to remove all personal items immediately after the wedding to have it available for the next couple. The Cathedral cannot be responsible for lost or stolen items.

The Cathedral Wedding Director is responsible for assisting all members of the wedding party and the families in taking their places at the proper time. He/she will also give all other directions prior to the ceremony. Outside wedding coordinators may assist the Parlor, but may not give any directions related to the ceremony.

FAQs

Do we have to have Holy Communion at our wedding?

You do not have to have Holy Eucharist as part of your wedding liturgy. But, celebrating Holy Eucharist in the context of your marriage liturgy can be a powerful witness. It is a reminder that your love should be grounded in Christ's love. If you choose to have communion, your first meal together as a married couple occurs at the Lord's table.

I belong to another Episcopal Church in the Diocese of Atlanta; can I get married at the Cathedral and have my parish priest officiate?

Members of other Episcopal churches in the Diocese of Atlanta who wish to be married at the Cathedral should make arrangements through their own priest and then contact our worship coordinator. Once the Dean of the Cathedral approves, the date will be set. Please note that all of the Cathedral policies apply to your wedding.

Are we allowed to use aisle runners or flower petals?

Aisle runners are not permitted in either the Cathedral or chapels. Nothing is permitted to be thrown or scattered either inside or outside the Cathedral including but not limited to rice, birdseed, sparklers, and flower petals. Bubbles may be used outside the Cathedral.

One (or both) of us have been previously married, how difficult is the remarriage petition?

Canon Law requires the consent of the Bishop in order to solemnize the marriage of anyone who has been divorced. Given the structure of our premarital counseling process, we almost always receive consent. The norm is one year from the date of the final decree of the divorce prior to remarriage in the Church. Please talk with your officiating clergy.

Do you have any recommendations for hymns to be sung at our wedding?

Hymns should be selected from *The Hymnal 1982* and your selections will ideally be well known by your guests. Some good choices would include 657, 376, 390, 410, 400 (select stanzas), 365, or 353.

Wedding Scripture

One or more of the following passages from Holy Scripture is read. If there is to be a Communion, a passage from the Gospel always concludes the readings.

From the 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 (New English Bible) (That she and I may grow old together)

From the 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)

Between the readings, a Psalm, hymn, or anthem may be sung or said.

Appropriate Psalms are

Psalm 67

Psalm 127

Psalm 128

The 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 10:6-9,13-16 (They are no longer two but one)

John 15:9-12 (Love one another as I have loved you)

Checklist

Task	Time Frame
◇ Contact and confirm with the clergy	6-12 months prior to wedding
◇ Schedule dates and times for ceremony and rehearsal with Worship Coordinator	
◇ Pay deposit	
◇ Pick up the wedding information booklet	
◇ Fill out the wedding information sheet	
◇ Tour the Cathedral	
◇ Register and attend Premarital Counseling Workshop	6-9 months prior
◇ Schedule premarital counseling with the priest	3-9 months prior
◇ Decide if you will have Eucharist	
◇ Select scripture readings	
◇ Select reader(s)	
◇ If divorced, give priest copy of final page of divorce decree	
◇ Have priest approve the ceremony leaflet	
◇ Provide copies of Cathedral wedding policies to those involved in your ceremony:	3-6 months prior
◇ Photographer and videographer	
◇ Florist	
◇ Wedding Planner	
◇ Family members involved in wedding planning	
◇ Contact Cathedral Music Department to:	at least 90 days prior
◇ Decide on organ music and hymns	
◇ Confirm organist	
◇ Confirm music selections	
◇ Discuss requests for additional musicians	
◇ Decide on flower selections with Cathedral Flower Guild	at least 60 days prior
◇ Confirm wedding schedule with photographer, videographer, and florist, including flower delivery	1-2 months prior
◇ Confirm rehearsal and ceremony details with your Cathedral Wedding Guild director	1 week prior
◇ Bring marriage license and copies of the ceremony leaflet to rehearsal	1 day prior

Wedding Fee Structure

Active, Pledging Cathedral Members:

One of the couple have been a member for at least one year prior to the wedding, are involved in parish activities, and have made a financial pledge during the annual Stewardship Campaign.

Cathedral - \$3500

Mikell Chapel - \$2465

Cathedral Members and Diocesan Episcopalians:

Diocesan Episcopalians need to pay their officiating priest and outside counselor directly.

Cathedral - \$5000

Mikell Chapel - \$3875

For Cathedral members, the fee includes the priest's fee, premarital counseling, the organist's fee, wedding guild directors, one acolyte, basic altar flowers, and the use of the Cathedral or Chapel for the rehearsal and wedding.

A non-refundable deposit of half of the fee is required at the time the wedding is booked. The balance together with any additional flower or music fees is due 30 days prior to the event.

Additional music fees:

Organist The basic organist fee is included in the Cathedral fee.

Additional rehearsal with soloist or instrumentalists: \$50

Staff soloist \$200 (one or two solos)

Choir Small ensemble of Cathedral Singers \$2500

Chamber ensemble \$3500

Cathedral Choir \$5500

(each of these dependent upon availability)

Instruments Market rate, as contracted (typically \$200-\$350 per instrument), payable directly to the contracted musicians

Cathedral Clergy and Staff

Clergy and Pastoral Care Department

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