



St. Luke's Cathedral

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www.STLUKESPORTLAND.org

Wedding Planner Planner

In general, the St. Luke's tends to celebrate the weddings of members, potential members, or families of members of our congregation or of the Episcopal Diocese of Maine. Exceptions are occasionally made at the dean's discretion if the couple has a connection to the cathedral or other compelling reason. Additional Fees may be charged for non-pledging members. Please see the wedding fees below.

Weddings at the cathedral typically follow the Episcopal order of service as found in the *Book of Common Prayer* or other authorized services, are usually done by or in conjunction with a minister of the cathedral, and are allowed only after premarital preparation is completed to that minister's satisfaction. If either of the parties have been divorced, additional counseling and the approval of the Bishop of Maine are required.

If you have further questions, please call the Dean of the Cathedral at 772-5434.

CATHEDRAL WEDDING PLANNER

To help St. Luke's anticipate your wedding plans as agreed upon, would you please help us with the following information. Please return this form to the clergy or the church office and don't be concerned if you can't fill in every blank:

General Information

Today's date ____ (mm) ____ (dd) ____ (year) Wedding date ____ (mm) ____ (dd) ____ (year)

Wedding hour _____ (am/pm)

Rehearsal date ____ (mm) ____ (dd) ____ (year) Rehearsal hour _____ (am/pm)

Spouse's name and age _____

Spouse's address _____

Spouse's telephone numbers _____ Home _____ Work _____

Spouse's email _____

Spouse's church status or religious affiliation _____

Spouse's parent's names & hometowns _____

Spouse's name and age _____

Spouse's address _____

Spouse's telephone numbers: _____ Home _____ Work _____

Spouse's email _____

Spouse's church status or religious affiliation _____

Spouse's parent's names & hometowns _____

Wedding Service Information

Please check the items which apply to your wedding service:

- Our wedding will take place in the Cathedral nave (seats up to 600 guests).
- Our wedding will take place in Emmanuel Chapel (seats up to 60 guests).
- We are planning on (roughly) _____ guests.
- We will provide a Unity or Wedding candle (optional).
- We will provide and use a white runner (please see your florist - center aisle is 85 ft. long).
- The marriage will include with Eucharist (please advise office of number of guests).
- The marriage will be Holy Matrimony only.
- We will use Cathedral Hall for our reception (if this space is checked, you will be contacted for specific information).
- We would like to have a family member or friend do readings.
The guest reader(s) at our wedding will be _____
_____.
- We are planning to use a professional photographer.
- We are planning to videotape our wedding service.
- We'd like to reserve changing rooms for the bride and groom.
- By arrangement with the Cathedral Musician, the soloist at our wedding will be _____.
- The number of Attendants for Spouse #1 will be _____.
- The number of Attendants for Spouse #2 will be _____.
- We plan on having a reception at the Cathedral. (see the Building Use Guidelines.)

About Flowers...

The Head of the Flower Guild, is available to meet with the couple and their florist to discuss the many choices pertaining to flower placement in the Cathedral. She may be reached at 207-400-0139. Also, it is our custom that at least one large floral arrangement should remain in the Cathedral to be used on the following Sunday. Your "offering" will be noted in the bulletin for that Sunday.

Some considerations to ensure that your wedding is characterized by beauty and grace...

- ⌘ If you plan to videotape your wedding service, we will be happy to show you some excellent set-up locations for that purpose. We ask the camera person not to roam during the ceremony.
- ⌘ Your photographer is also welcome to the service, but to avoid any distractions, please ask them to take photographs only during the processional and recessional.
- ⌘ Also, if you wish to reserve the church for photography after the service, please let your photographer know that they will have to complete their work in the 1/2 hour provided.
- ⌘ Did you know that rice, confetti, and plastic sprinkles are all environmental hazards? They are also very difficult and costly to clean up. FLOWER PETALS stain the new tile floor and are not an acceptable substitute whether to be strewn by the flower girl or tossed by the guests. Please ask your guests to refrain from throwing these items. (Thrown outside, grass seed and birdseed are wonderful substitutes.)
- ⌘ We're proud to say that our church is a smoke-free environment.

CONTRIBUTION TO THE WORK OF ST. LUKE'S CATHEDRAL

It may seem awkward to see such an organized fee schedule for the use of sacred space but, with all the details we know to be part of your marriage plans, this clear organization will be helpful. The magnificent Cathedral space and its organ is here through the support and stewardship of the Cathedral congregation and the Diocese. We feel certain you will welcome this opportunity to show support for this space which will so beautifully adorn your wedding.

After the \$100 deposit to reserve the space is paid, please include:

<i>Use of Facilities</i>	<i>Pledging Members</i>	<i>Non-Members</i>
Cathedral Nave		\$500
Emmanuel Chapel		\$300

Staff Fees

Officiant:		\$250
Organist:		\$250
with special music/other musicians:		\$325
	<i>(fee dependent upon additional time involved)</i>	
Sexton (cash please):		\$100
Non Refundable Security Deposit:		\$100

Other Options

Kitchenette and Cathedral Hall for reception (of under 100 persons) \$500 for Non-Members

At the Rehearsal

The wedding rehearsal is normally held the day before the wedding at a time agreeable to the couple and St. Luke's clergy. Please bring your wedding payment marked with appropriate names, in four envelopes and enclose payment as follows. *It is important, before your rehearsal begins, to give all four envelopes to the clergy.

1. Name of Officiant \$250
2. Name of Musician \$250
3. Saint Luke's Cathedral (Amount to cover any remaining rental fees beyond your initial deposit.)
4. Sexton \$100 cash

It is mandatory that the Maine State Marriage License be provided to the clergy at the rehearsal. This is not an option!