

A HANDBOOK FOR  
THE CELEBRATION  
AND BLESSING OF  
A MARRIAGE AT  
**GRACE CATHEDRAL**

[gracecathedral.org/weddings](http://gracecathedral.org/weddings)  
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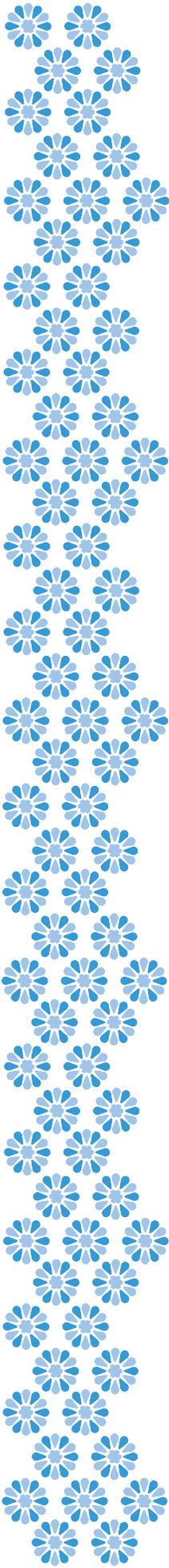






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# WELCOME TO GRACE CATHEDRAL

We are delighted that you are considering being married at Grace Cathedral. At the cathedral, we believe that your union “is intended by God for [your] mutual joy” (*Book of Common Prayer*). To that end, we are eager to make your ceremony a joyful and meaningful experience.

At this stage in your planning, we believe it is helpful to be both welcoming and clear about what we believe and practice. This booklet outlines our wedding practices at Grace Cathedral, describes the process of planning and preparation for your ceremony, articulates our wedding policies and guidelines, and provides information about facilities and fees.

## **FIRST THINGS TO KNOW AS YOU CONSIDER CELEBRATING YOUR WEDDING AT GRACE CATHEDRAL**

One of the most challenging and rewarding of human relationships, marriage is meant to be lived out in a community of faith where it can be nurtured and supported by others. As you prepare for your wedding ceremony, and after you are married, we invite and encourage you to become involved in the life of this cathedral. Locally and globally, we have members and friends of Grace Cathedral who support this lively and sacred place with their prayer, presence, giving and participation.

Within our faith community, marriage is regarded as a sacrament—as an outward sign of God’s love, reconciliation, justice and compassion for all people. By choosing to be married at Grace Cathedral, you are asking for the blessing of Christ on your union and asking that this sacramental character be bestowed upon your marriage.

First and foremost a public service of worship, wedding celebrations at the cathedral conform to the belief and worship practices of the Episcopal Church. The wedding ceremony follows approved rites of the Episcopal Church.

## **GRACE CATHEDRAL IS AN EPISCOPAL CHURCH. WHAT DOES THAT MEAN?**

We are followers of Jesus Christ who believe in God revealed as Father, Son and Holy Spirit. We get to know God through worship and service, through the Bible, through the traditions of the Church and through our own reason and experience.

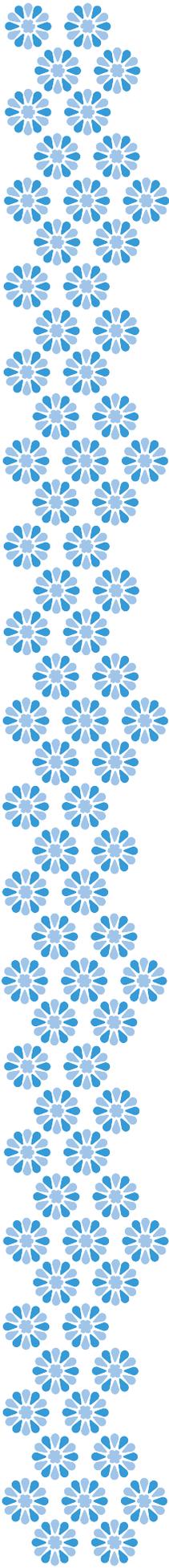
We are part of the worldwide Anglican Communion and share traditional and evolving worship in many languages.

We welcome people of every gender, race, sexuality, class and nationality into our community and its leadership, ordained and lay. We welcome all people who are drawn to the God revealed in Jesus Christ to share communion with us.

We actively work for God’s justice and peace to be more present in the world around us.

We affirm that marriage between two people of any genders is intended to be lifelong and faithful. We also recognize that there is grace after divorce and do not deny the sacraments to those who have been divorced.

All are welcome to find a spiritual home in the Episcopal Church.



## PREPARING FOR YOUR WEDDING

**Please carefully read the material in this booklet.** After reviewing our policies and guidelines, if you are interested in celebrating your wedding at Grace Cathedral, please make an appointment.

**Make an appointment** with our Wedding Coordinator to book a tour and an orientation. (Email: [weddings@gracecathedral.org](mailto:weddings@gracecathedral.org); telephone: 415-749-6328).

**Make a deposit,** sign the initial contract and schedule the date for your ceremony. While your desired date and time may be placed on “hold” for a period of 2 weeks, it will not be secured without payment of the specified deposit.

### **The State of California requires:**

- A valid marriage license. You must obtain a valid California marriage license in order to be married at the cathedral, or elsewhere. You do not need to be a California resident to marry in California. Your license may be from any county in California. Please consult your local county clerk’s office for the requirements for obtaining the license, their hours of operation, etc. You must be prepared to apply in person, as a couple. Appointments may usually be made online. Licenses are valid for 90 days from the date of issuance. You are encouraged to obtain the license well before the wedding day, as this will ease the burden of the tasks you must perform in the days immediately preceding your wedding date.
- That, if there has been a previous marriage, you present proof of dissolution, divorce, annulment or death.

### **The Episcopal Church requires:**

- That at least one of the parties to the marriage be a baptized Christian.
- Two witnesses to attest to the wedding ceremony.
- If there has been a previous marriage, proof of dissolution, divorce, annulment or death, and proof of provision for any minor children.
- Premarital counseling (see below).
- If your ceremony is a Blessing of a Civil Union, you will be asked to provide a certified copy of your marriage license.

**A note about premarital counseling:** Several sessions, typically 3-4, of premarital counseling are required of all couples. In these sessions, you will meet with your officiant—the person who has been assigned to help you plan and prepare for your wedding and who will preside at your ceremony. These sessions provide time for you and your officiant to become acquainted, plan the wedding ceremony, discuss the meaning of marriage, assess the strengths and challenges of the relationship and connect more deeply to the life of the cathedral.

Counseling sessions are scheduled at the mutual convenience of the officiant and the couple. Couples who reside outside the Bay Area may choose to make counseling arrangements near their residence. Cathedral staff can help with making these connections. If counseling is done by someone outside cathedral staff, he or she will need to provide written confirmation to the officiant that the counseling has been completed

## THE CATHEDRAL STAFF WHO SUPPORT YOUR WEDDING

Many members of the cathedral staff play a role in the planning and production of your ceremony. The following list lets you know who will be involved and how they will contribute to the smooth planning, detailed attention and fitting sanctity of your ceremony.

The **Wedding Coordinator** is typically your first point of contact. The coordinator will provide a tour of the cathedral spaces, meet with you to thoroughly discuss the cathedral's policies and procedures, receive your deposit and signed agreement and calendar your wedding rehearsal and the ceremony itself. The coordinator will be your main point of contact throughout the planning process for all logistical details.

The **Clergy Officiant** will be assigned 4-6 months before your ceremony. She or he will serve as your primary support as you move forward with your planning and preparation, engage in the required premarital counseling and work out the details of your ceremony.

The **Vergers** are cathedral staff members with oversight of ceremonial details, who serve as the "Master of Ceremonies" for your rehearsal and your wedding ceremony. The vergers will conduct the rehearsal and, on the wedding day, will handle all production details. The vergers have authority over the florist and over the photographer and videographer.

The **Canon Director of Music** has authority to make any musical decisions and must approve any outside musicians.

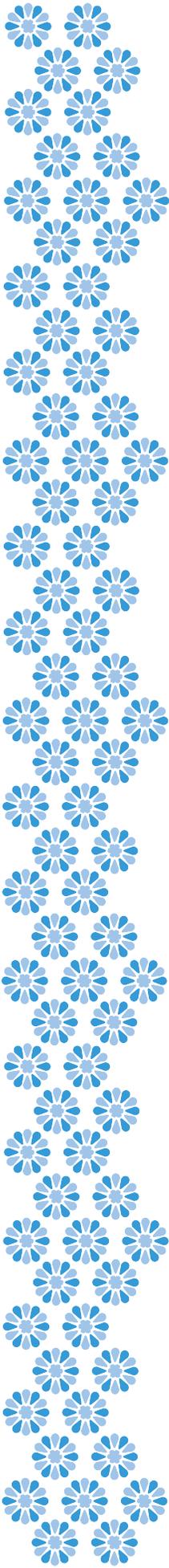
The **Organist** on the cathedral staff will provide the organ music for your wedding.

Additionally, a dedicated team including administrative staff, the accounting department and custodial staff all contribute to making your wedding conform to the high professional standard we set for all cathedral events.

**A Note About Wedding Planners and Consultants:** Many couples find it helpful to employ an outside wedding planner or consultant to help them plan the reception and all the pieces that come together over the months and weeks leading up to the wedding. If you choose to employ a professional wedding planner or consultant, that person can be of considerable assistance to you in coordinating many of the details surrounding your celebration.

The cathedral's wedding coordinator, the vergers and your officiant are available to consult with your wedding planner about ways to provide smooth transitions from and to events before and after the wedding ceremony.

Nevertheless, the cathedral staff is responsible for all arrangements concerning the ceremony: the music, the seating, photography and videography, movement and placement of participants, commencement of the ceremony, lighting, sound and flowers. The wedding planner is welcome to attend the rehearsal as an observer only and has no role during the rehearsal or the wedding ceremony itself.



## WEDDING CEREMONY LOCATIONS

Grace Cathedral has seven different spaces which can accommodate everything from very small weddings to those with over a thousand guests. For a table of spaces, their capacity and fees, please consult *Appendix 2*. For a map of spaces in the cathedral, please see *Appendix 3*.

**The Nave** is the large main area of the cathedral. The fixed pews seat approximately 450 people, and additional chairs may be added to bring the total capacity to as high as 1300. While the area is large and will accommodate a number of people, it may also be used comfortably for fewer guests by roping off some of the back pews and by seating fewer people in each pew.

**The Great Quire** is the area behind the High Altar. The fixed pews and chairs in this area will accommodate about 175 people, and additional folding chairs can be set up for a maximum seating capacity of 200.

**The Chapel of Grace** is the larger chapel to your left as you stand in the cathedral facing the High Altar. It is enclosed by a wrought-iron gate which is generally closed except when services are in progress. Maximum capacity is 113.

**The Chapel of the Nativity** is the small open chapel to your right as you stand in the cathedral facing the High Altar. It has maximum seating capacity of 20 people.

**The Indoor Labyrinth** is located at the back of the cathedral between the Great Font and the back row of fixed pews. It accommodates up to 150 guests, usually arranged “in the round,” with a free-standing altar at the center. This space lends itself to a ceremony with more non-traditional elements.

**The Outdoor Labyrinth** is located adjacent to the Plaza and provides a stunning setting, weather permitting. It accommodates up to 150 guests, and, like the indoor labyrinth, this space lends itself to a ceremony with more non-traditional elements.

**The AIDS Memorial Interfaith Chapel** is located at the back of the cathedral, to the right as you enter. It can accommodate 20 people.

Once your wedding ceremony is booked into the cathedral calendar, no other activities will be scheduled at the same time. If your circumstances change, such as a larger or smaller guest list than originally anticipated, you may change to another location. The fees applicable to the new location will then apply.

### Special Note

**A note about construction and repairs:** historically and theologically, cathedrals are like a living organism; they grow and are continually under construction and renovation. As good stewards of the cathedral’s building and grounds, we are constantly renovating, repairing, retro-fitting, and improving the cathedral’s façade and interior. Scaffolding, either interior or exterior, is typically needed to accomplish these repairs, and construction equipment may be staged inside or outside of the cathedral building.

Because this upkeep is an ongoing process, it is possible that your ceremony will be scheduled at a time when repairs are being done. We will alert you of known, scheduled work. However, we cannot always predict the location of scaffolding or other equipment many months in advance or when repairs become necessary on an emergency basis. Please recognize that your wedding may fall at one of these times. In such a case, we can advise you on good places to take pictures and how to best maximize the space.

**Security:** Because our tradition considers a wedding “an act of public worship,” the cathedral remains open during wedding ceremonies. The cathedral vergers are on duty to ensure appropriate behavior on the part of tourists or other visitors who will be restricted to areas where they will not interfere with the service.

The building is closed for security only at the request of an appropriate government agency (the Secret Service or San Francisco Police Department).

**Art Installations:** The great cathedrals have a long history of supporting the arts: visual, dramatic, musical and performing. Grace Cathedral hosts art installations throughout the year. Art installations will remain “installed” during wedding ceremonies.

## WEDDING POLICIES

***Please read this section carefully, as it is very important that you understand and abide by these policies. While some of them may seem extreme, please know that we have made them after doing thousands of wedding ceremonies; that they are made with the safety and security of you and your guests in mind; that they draw on our experience of doing worship services here day in and day out and of knowing this building inside and out.***

### Scheduling of weddings

The canons of the Episcopal Church require at least 30 days advance notice of a wedding and the cathedral requires a minimum of 90 days to complete the pre-marital counseling and planning process.

Wedding ceremonies are most often scheduled on Saturdays; times available for Saturday weddings are: 10 am, 12 pm, 2 pm, 4 pm and 6 pm. In certain cases, weddings may be scheduled on weekdays (Monday through Friday) subject to availability on the cathedral calendar.

Weddings are not scheduled on Sundays, during Holy Week (the week before Easter) or during the month of December.

### Who may be married at Grace Cathedral?

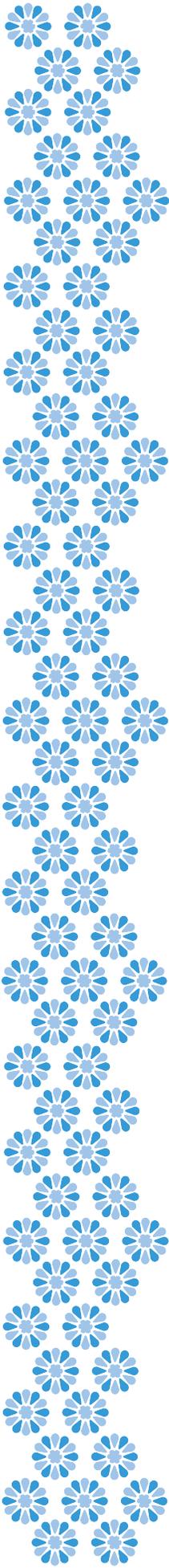
The Episcopal Church requires that at least one member of the couple be a baptized Christian. It is not necessary to be a member of the cathedral congregation or to be an Episcopalian to be married at Grace Cathedral.

Divorced persons may be married in the Episcopal Church. You will be asked to provide a certified copy of your divorce decree(s) and proof of provision for any minor children. If you do not have a certified copy in your possession, you should request one from the county clerk or recorder in the county in which the divorce decree was issued and recorded. Your officiant must obtain the permission of the Bishop before proceeding with your ceremony. A minimum of 60 days is required for the necessary paperwork to clear.

Grace Cathedral welcomes same-sex couples to have their weddings celebrated in the church. It is our belief that “all couples should be treated equally by the Church, as they are equally loved by God.”

### The Blessing of a Civil Marriage

If you have already been married in a civil ceremony, you may have your marriage blessed in the church. The service is very similar to the marriage service, with some minimal changes in wording. The ceremony may be very simple or may involve all the elements of a wedding (flowers, music, bridal party). You must provide a certified copy of your marriage license.



## The Blessing and Marriage of same-sex couples

Grace Cathedral has been a leader and advocate for love and justice for many years, and we rejoice that it is now possible for our church and state to celebrate marriages for all couples. The Episcopal Church has created an updated rite for the marriage of same-sex couples, and we are happy to be a venue for same-sex weddings.

We are also happy to bless couples who have previously been married in a non-religious setting or whose commitments were made as civil unions. We recognize that these couples may have different needs from those getting married as a fresh start. We have resources designed for those who wish to reaffirm and celebrate their commitments and receive the blessing of the church.

## Who may officiate?

Cathedral clergy officiate at all weddings. Clergy are assigned on a rotating basis according to their availability on the date in question. Clergy of other Christian churches, as well as those of other faith traditions, may assist in the wedding ceremony at the invitation of the Dean of Grace Cathedral.

Having received permission of the Dean and the officiant, assisting clergy may participate according to the regulations of the Episcopal Church; they may deliver the charge, ask for the Declaration of Consent, read the Gospel, preach and, if included, assist at Holy Communion.

In all cases, the officiant presides at the exchange of vows.

The officiating cathedral clergy and any assisting visiting clergy are expected to consult well before the ceremony.

## **GUIDELINES FOR YOUR CEREMONY**

Many people come to Grace Cathedral with wonderful visions of what their wedding will be like. Your officiant and the cathedral staff will work with you to realize your vision with their extensive experience of having done many weddings in this particular space within the rich liturgical tradition of the Episcopal Church.

Some initial questions will help you in your first stages of planning and location choice:

- How many guests do you anticipate having?
- How many people do you plan to have in your wedding party?
- Would you like your ceremony to include the Holy Eucharist (Communion)? Grace Cathedral has an open table policy, which means that all persons are invited to receive the bread and wine at Communion.
- What organ music would you like (included)? Would you like to use any outside musicians (your responsibility)?
- Which biblical readings do you find meaningful? Would you like to include these in your ceremony?

## The text of the marriage ceremony

Weddings in the cathedral use the sacred rites of the Episcopal Church as approved for use by the Diocese of California, most often “The Celebration and Blessing of a Marriage 2”. (For links to the liturgical texts, please see *Appendix 1*.)

The New Revised Standard Version of the Bible is the text used for scriptural readings.

During the pre-marital meetings with your officiant, you will be provided with a pamphlet containing the marriage rite (outline and words of the ceremony, including the choices for readings). If you are having Communion, you will need to choose one reading from the Gospel. Please note that the service instructions of *The Book of Common Prayer* require that at least one reading come from the Bible. Up to one reading from outside the Bible may be used at the discretion of the officiating clergy.

## Music for your ceremony

The cathedral staff are here to help guide and shape your musical choices with their experience, expertise and familiarity with the cathedral's acoustics.

The music of your ceremony should reflect the holiness of this sacramental rite, in which you come to make your vows before God and the Church, and the elegance and dignity of the cathedral space. Secular music, including romantic or popular love songs, is not appropriate for our formal worship and is best reserved for the reception.

**Choosing Your Music:** The cathedral's wedding coordinator is the first point of contact regarding music and will provide a list of organ music from which you may select processional and recessional music. All music choices from the approved list must be submitted to the coordinator **no later than one month** in advance of the ceremony.

All musical repertoire beyond that on the provided list must be approved by the Canon Director of Music and must be submitted to the Music Department for approval **no later than two months** in advance of the ceremony. Any music submitted after those dates will not be considered.

**Choosing Who Will Play Your Music:** The cathedral typically provides an organ and organist for all weddings. One of our noted and historic organs is played by one of the cathedral music staff. This is included in the basic space use fee. Use of any music outside the playing of recommended organ pieces by the cathedral organist will incur an additional fee (see fee information in *Appendix 2*.) Please note Wagner's "Bridal Chorus" from *Lohengrin* (also known as "Here Comes the Bride") will not be approved for use in the cathedral.

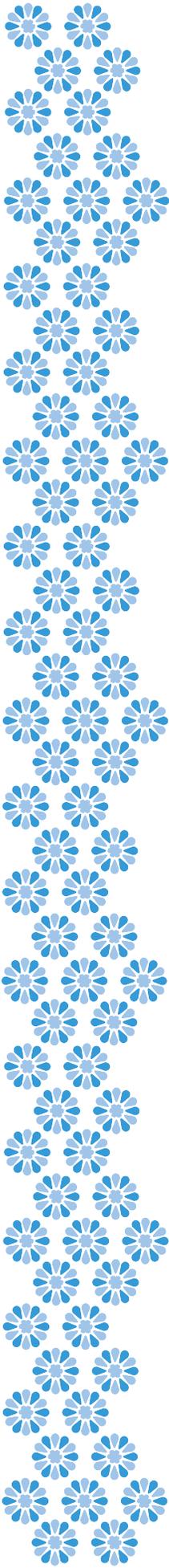
Other instruments in addition to the organ may be used. Flute, harp, trumpet and string ensembles are among the most popular and fitting with the cathedral's acoustics. The cathedral maintains a relationship with the finest vocal soloists, choirs and other musicians in the area. The cathedral can provide lists of such musicians when they are requested, but arrangements for outside musicians must be made by the couple.

Recorded music is not in line either with our ethos or the cathedral's resonant acoustics and will not be permitted.

Any outside musicians requested by the couple must submit a recording and résumé to the music department for approval. Please note that persons without professional work experience as musicians are generally not approved. Outside musicians must be approved **no later than two months in advance** of the ceremony. Requests for approval after these dates will generally not be considered.

Note that use of outside musicians may require an additional rehearsal with the cathedral organist, depending on the repertoire selected. The rehearsal typically takes place the day of the ceremony and will incur an additional fee.

**Regarding Choral Music:** The request for the men of the Grace Cathedral Choir of Men and Boys must be made **no later than six months** in advance of the wedding. (The boys of the Choir are generally not available.) The cathedral can also recommend other choirs or singing ensembles. Any choir participating in a wedding ceremony must be approved **no later than six months** in advance.



**The Carillon Bells:** Following the recessional music, the cathedral carillon (bells) may be played for approximately 10 minutes. Please indicate to the wedding coordinator that you would like this added element, which carries an additional fee (see *Appendix 2*).

Musicians, including the cathedral organist, will not be present at the wedding rehearsal, which generally takes place the day before the ceremony itself.

## Flowers

**Altar flowers:** Altar arrangements are not required for your ceremony. Should you desire floral décor, the wedding coordinator will provide you with a list of approved florists whose work is known and who are familiar with the cathedral's spaces (see *Appendix 4*). Altar flowers and pew end arrangements must be ordered from one of these approved florists. Only fresh flowers and greens cut from live plants are permitted.

Altar flowers are left at the altar after the wedding ceremony in thanksgiving for your marriage and as a contribution to Sunday worship in the cathedral. Therefore, altar arrangements cannot be removed and transported to another site (for example, the reception) at the end of the ceremony.

**Pew flowers and supplementary flower arrangements:** Pew end arrangements must be ordered from one of the approved florists. Only fresh flowers and greens cut from live plants are permitted.

Pew end arrangements may be attached to the wooden pews in the Nave and to the wooden chairs in the Chapel of Grace or Great Quire. Pew end arrangements and other supplementary arrangements must be removed following the ceremony and may be taken away by the couple.

Pew-end arrangements may not include candles. Pew-end arrangements may not impede the movement of people from the pew into the aisle.

**Your personal flowers,** for the bridal party's bouquets, corsages, boutonnieres, etc., may be done by the approved florist who is providing the altar flowers or by another florist of your own choosing.

Attendants may carry bouquets or baskets containing fixed flower arrangements, but no loose petals.

**Loose flower petals or other materials may not be strewn on the floor,** both for safety reasons and because all flower petals stain the porous limestone floors of the cathedral.

**Sharing Flowers:** If more than one couple is being married in the same space on the same day, we will offer you the opportunity to discuss sharing flowers. Sharing flowers can result in a significant saving for both couples and allows the florist and the cathedral staff more time to set up the arrangements.

## Other decor

**Candles:** There are candles at the altar and flanking the lectern in all locations, and they are lit for a wedding ceremony as they are for all worship services. No candles for purely decorative purposes are permitted. "Unity candles" are not part of Episcopal Church tradition and may not be used.

**Flower petals, rice, birdseed, bubbles, confetti and other objects** are not to be strewn or blown anywhere inside or outside the cathedral. Flower petals stain the porous limestone and concrete floor surfaces and present a slipping hazard. Rice and birdseed pose a safety hazard to tourists and other guests.

All items present a cleaning problem for cathedral staff and are not congruent with the cathedral's position on environmental responsibility. Bubble-blowing kits are not permitted, as the bubble mixture leaves a slippery and dangerous soap residue on the ground. Sparklers are not permitted. The release of doves or butterflies is not permitted.

**Cloth or paper runners or other floor coverings are not permitted,** as they present an unsafe hazard for both guests and the bridal party.

## Photography and Videography

Because the wedding ceremony is first and foremost a worship service, we have strict policies about photography and videography to preserve its dignity, sanctity and sacramental nature. You and your guests will appreciate not seeing photographers intrude on the ceremony.

***Wedding guests may not take any photos or videotape during the wedding ceremony.***

Once it is over, anyone is free to take pictures; parts of the ceremony may be re-enacted for this purpose by prior arrangement.

Both photography and videography by professionals are permitted within specified guidelines. All photographers and videographers must sign an agreement signifying that they understand the rules and agree to abide by them. A copy of the permission form is included in *Appendix 5*.

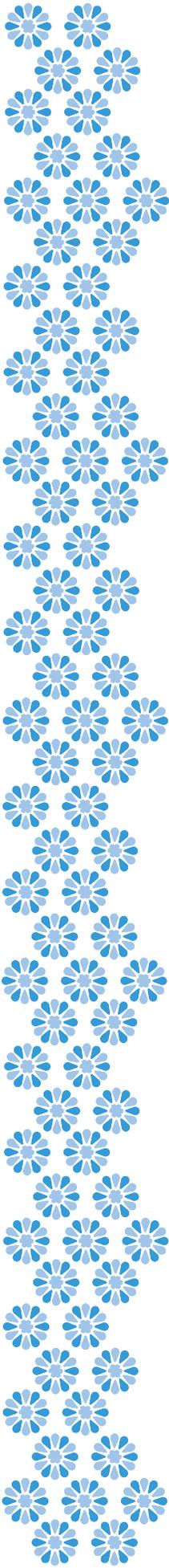
- Still photographers and videographers must work with available light; no additional lights are permitted.
- No flash photographs are permitted during the ceremony. The entering procession **only** may be photographed with flash until it approaches the center aisle.
- The photographer/videographer must not enter the aisle nor in any way come between the members of the procession and the congregation or clergy.
- Photographs of the ceremony itself must be taken from the rear of the center aisle, sufficiently far from the congregation so as to be unnoticed.
- Photographs and video may be taken under the direction of the officiating priest and the vergier for a pre-scheduled time before and for 15 minutes following the ceremony.
- Drones are not permitted inside the cathedral.

## Mandatory guidelines for videotaping:

- Any camera visible to the congregation must be positioned on a tripod and left on a tripod during the entire ceremony.
- An attendant may stand near the tripod to adjust focus as necessary but may not otherwise move during the ceremony. In the Nave, the tripod is located to the side of the altar sanctuary, outside the altar rails. In other locations, the vergier will point out an appropriate location, usually in a doorway to the side of the action.
- Such cameras must be turned on at least 10 minutes prior to the beginning of the ceremony and cannot thereafter be adjusted in any way.

## The service leaflet

All worship services at the cathedral employ a service leaflet or "program" so that the congregation can participate fully in the liturgy. A simple service leaflet can be prepared for your ceremony by the cathedral staff and is included in your fee. It will contain all the information required for participation, and it will list the names of the participants in your ceremony. You will be given the opportunity to review a draft before it is printed, early in the week before the wedding. The cathedral uses a common template for these leaflets.



You may choose to print and produce your own service leaflet, at your own expense. Any additional inserts, including full texts for readings and other elements not standard to our template, must be produced by an outside vendor. While there are no limitations imposed regarding the design elements of a program that you produce, you are required to use an established template for the marriage rite. The cathedral will provide a template to your printer with all necessary service information.

If you use an outside designer and printer, the final draft of your leaflet must be proofed and approved by the cathedral staff at least two weeks before your ceremony. Please remember that leaflets must carry the instruction to wedding guests that “No photography, video or still, is permitted during the ceremony.”

### Your wedding rehearsal

In most cases, your wedding rehearsal will take place the day before your wedding ceremony and is scheduled at the time you book your wedding, on a first come, first served basis. While we try to accommodate the preferred date and time for a rehearsal, we cannot guarantee that your preference will be met. The cathedral calendar permitting, rehearsal times may be at 10 am, 11 am, or 2 pm, with the latest rehearsal time at 4 pm.

The wedding rehearsal is conducted by the verger and your officiant. You, and all the participants in the ceremony, will have the opportunity to walk through the entire ceremony, ask questions and work out any logistical details. Being familiar with the space and with what is expected of participants during the ceremony helps make all members of the wedding party more comfortable and helps to ensure a smooth ceremony.

All participants in the ceremony should attend the rehearsal: honor attendants, best men, bridesmaids, groomsmen, ring bearers, flower girls, readers, ushers, anyone who will walk in procession and visiting clergy are expected to attend the rehearsal. Everyone should arrive at least 10 minutes before the scheduled time for the rehearsal, gathering together in the front of the area where the wedding ceremony is to be held.

Wedding consultants or planners may attend the rehearsal as observers if they wish; however, the consultant or planner has no role during the rehearsal. The organist does not attend the rehearsal.

***You are required to bring your marriage license with you to the rehearsal.*** We must have your marriage license in hand the day before the ceremony to ensure that both your and our legal obligations are satisfied; and so that cathedral personnel can complete the necessary paperwork before you arrive for the wedding ceremony.

After the wedding, the verger will mail the duly signed license to the appropriate county clerk. Your marriage license will then be filed in the county where you obtained your license, and you should be able to obtain a certified copy from the clerk 4-6 weeks after the wedding date. When you get your marriage license, you will receive instructions on how to obtain a certified copy of your marriage certificate.

**A Note About Children:** Children are welcome at Grace Cathedral without qualification. Children are always welcome in worship, and weddings are no exception. We are mindful that children have their own needs and sensibilities and that those needs and sensibilities can change on a dime! Some will feel excited and honored to participate in the ceremony; others may feel uncomfortable and anxious.

We invite you to discern the needs and sensibilities of children and honor them in your wedding plans. As you plan your ceremony, your officiant can advise you about strategies to involve children in ways that meet their needs while fully including them. At the rehearsal, they will have the chance to walk through the ceremony and experience the spaces. We remain flexible as to their ability to participate and to accommodate their needs in ways that maintain the best and most relaxed environment for all involved.

A note about the wedding party: Dogs, other animals or robots are not allowed to participate in wedding ceremonies. We welcome service animals as guests.

## **YOUR WEDDING DAY**

The wedding party should plan to arrive 45 minutes to an hour before the scheduled wedding ceremony. All the careful planning and preparation you have done with your partner and the cathedral staff is complete. Now you can relax and enjoy your ceremony!

### **Dressing and preparation areas**

Comfortable spaces are available for everyone in the wedding party to gather and to make final preparations during the hour before the ceremony. A full-length mirror is provided and restroom facilities are adjacent. Drinking water is available, but food and other beverages are not permitted. Alcoholic beverages are not permitted under any circumstances and are strictly prohibited from being consumed prior to the ceremony.

### **Parking**

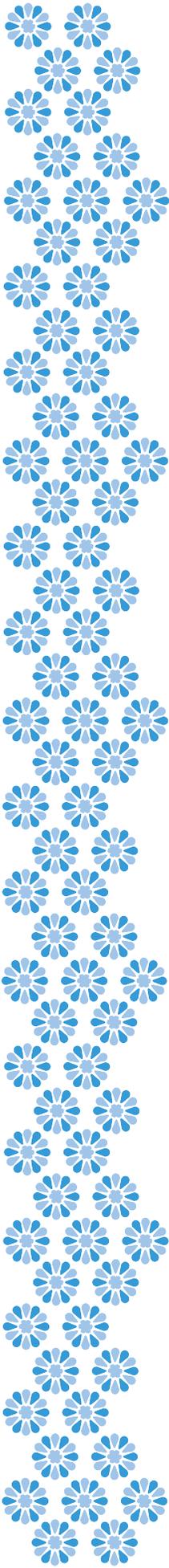
Parking can be difficult to find in the neighborhood around Grace Cathedral. There is a parking garage beneath the cathedral that is managed by ABM Parking Services (not by the cathedral), and there are a number of public garages in the neighborhood. Street parking is limited to 2 hours on weekdays and Saturdays. Be aware of city signage in some areas where parking during certain times could result in being towed.

The wedding coordinator can provide contact information if you are interested in obtaining curbside restriction placards from the Police Department. You may also wish to contract with an outside valet parking company.

### **Your wedding ceremony begins**

About 15 minutes before your service is scheduled to begin, the organist will play a selection of prelude music as guests are seated. Promptly at the scheduled time of your ceremony, the procession begins and you and your partner take this life-long step into a marriage intended for your mutual joy. Congratulations!





## THE FEES

The cost of your wedding covers a variety of fixed costs, personnel costs, stipends and contractual amounts. Detailed information on all costs will be provided by the wedding coordinator upon request, or during your first meeting. For a full schedule of costs, please see *Appendix 2*.

Because your wedding ceremony is considered to confer an intangible religious benefit, our wedding fees are tax deductible to the full extent of the law. You will receive a statement for your offering stating that *“Grace Cathedral is a 501(c)(3) nonprofit organization. Your contribution is tax deductible to the extent allowed by law. No goods or services were provided other than intangible religious benefits.”*

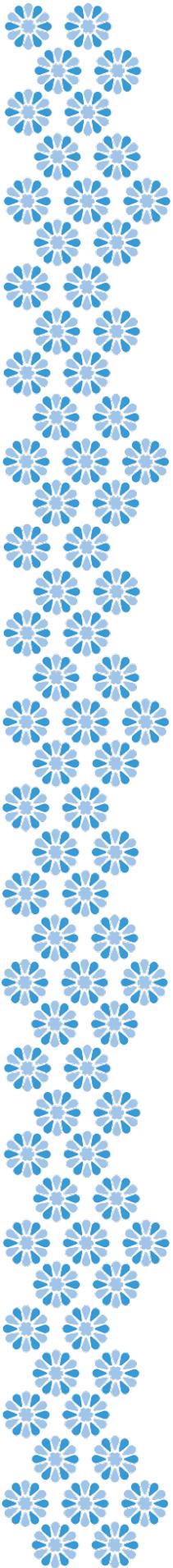
A non-refundable deposit is required in all cases to secure and confirm our date on the cathedral calendar. The deposit is transferable if you need to reschedule your wedding ceremony to another date, or if you choose to relocate your ceremony to another area in the cathedral; it is not refundable if you cancel.

Check or cash is our preferred form of payment. Checks should be made out to “Grace Cathedral”. The remaining costs will be invoiced to you 4-6 weeks prior to the wedding date.

**No rehearsal will be held and no wedding ceremony will take place if all fees have not been paid one week prior. If payment is delayed until shortly before the wedding date, the cathedral may require payment by certified check or cash.**

## **APPENDIX**

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## APPENDIX 1: References to Episcopal Marriage Rites

Our usual wedding liturgy is “The Celebration and Blessing of a Marriage 2”. We can also offer “The Witnessing and Blessing of a Marriage” if requested. Full texts are available at the links below:

“The Celebration and Blessing of a Marriage 2”

<https://www.churchpublishing.org/contentassets/>

104caa0c8b8741819c171f642de395a3/

the\_celebration\_and\_blessing\_of\_a\_marriage\_2.pdf

“The Witnessing and Blessing of a Marriage”

<https://www.churchpublishing.org/contentassets/>

104caa0c8b8741819c171f642de395a3/

the\_witnessing\_and\_blessing\_of\_a\_marriage.pdf

## APPENDIX 2: Fee Information

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Space	Max. Capacity	Full Price with Credit Card Payment	Non-Refundable Deposit
Nave	1,000	\$8,500	\$2,125
Quire	175	\$6,000	\$1,500
Indoor Labyrinth	150	\$6,000	\$1,500
Outdoor Labyrinth	150	\$6,000	\$1,500
Chapel of Grace	113	\$5,000	\$1,250
Chapel of the Nativity	20	\$2,500	\$625
AIDS Interfaith Chapel	20	\$2,500	\$625

This package price includes the premarital counseling, organist's fee, verger's fee, sound engineer's fee, wedding coordinator's fee, a printed program and space use fees for the church, including rehearsal time and space, dressing areas and time for post-wedding photography.

Donor discounts apply to those who have been pledging members of the cathedral congregation for at least six months before making arrangements for a wedding. Consult the Wedding Coordinator for discounted fees.

The following are fees you might incur in addition to the basic package.

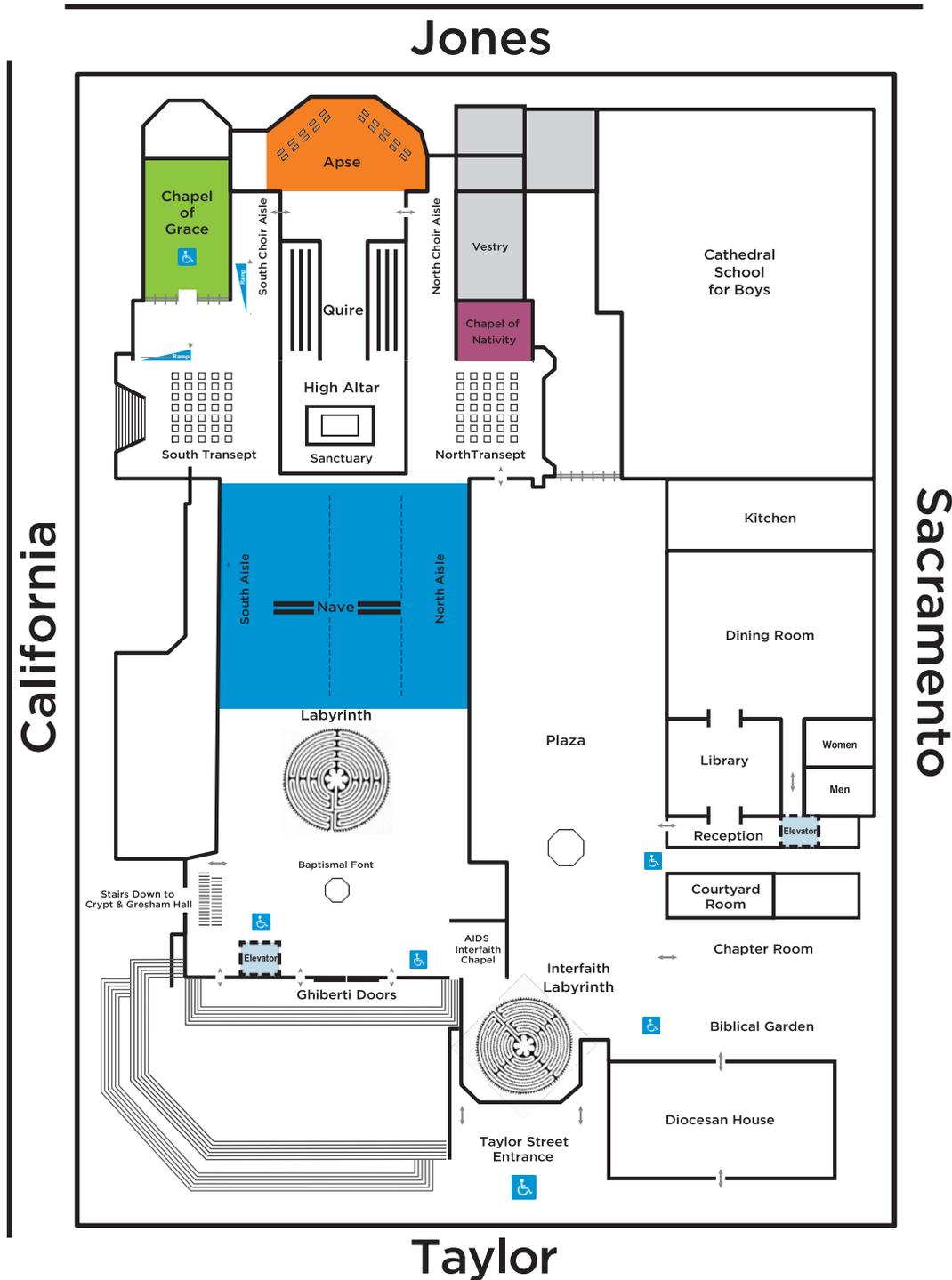
<b>Carillon</b>	\$150
<b>Rehearsal for soloist with organist *</b>	\$125
<b>Solo vocalist</b>	\$225 if GC
<b>Choirs</b>	\$3000+
<b>Audio recording</b>	\$150

\* Extra fees may also apply for any "off book" or exceptional music requests.

# APPENDIX 3: Map/diagram of cathedral

Graphical map of cathedral locations for weddings

<http://www.gracecathedral.org/image/Maps/GC-Map-Wedding-Locations.jpg>



## APPENDIX 4: Florists Approved for Grace Cathedral

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**NOB HILL FLORIST**  
1396 California Street  
San Francisco, CA 94109  
(415) 673-1288

**MANDY SCOTT FLOWERS**  
1738 Union Street  
San Francisco, CA 94123  
(415) 441-3758  
[www.mandyscottflowers.com](http://www.mandyscottflowers.com)

**FLORAMOR STUDIOS**  
2200 Jerrold Ave  
San Francisco, CA 94124  
(415) 975-2020  
[www.floramor.com](http://www.floramor.com)

**FLOWERS CLAIRE MARIE**  
167 Fifth Avenue  
San Francisco, CA 94118  
(415) 751-2997  
[www.flowersclairemarie.com](http://www.flowersclairemarie.com)

**KATHLEEN DEERY DESIGN**  
45 Lusk Street  
San Francisco, CA 94107  
(415) 442-5010  
[www.kathleendeerydesign.com](http://www.kathleendeerydesign.com)

**PINON DESIGNS, INC.**  
12 a Hyde Street  
San Francisco, CA 94102  
(415) 882-4688  
[www.pinondesign.com](http://www.pinondesign.com)

**ABSOLUTE ELEGANCE**  
David Wong, Owner  
(415) 577-0044  
[www.aefloralsf.com](http://www.aefloralsf.com)

**BLOOMERS**  
2975 Washington Street  
San Francisco, CA 95115  
(415) 563-3266  
[www.bloomerssf.com](http://www.bloomerssf.com)

**FLOREAL**  
533 Taylor Street  
San Francisco, CA 94102  
(415) 885-4261

**MICHAEL DAIGIAN DESIGN**  
3450 Third Street, Unit 3D  
San Francisco, CA 94124  
(415) 821-7710  
[www.michaeldaigian.com](http://www.michaeldaigian.com)

**MCCALLUM DESIGN**  
San Francisco, CA 94108  
(415) 296-1288  
[Erika@mccallumsf.com](mailto:Erika@mccallumsf.com)  
[www.McCallumSF.com](http://www.McCallumSF.com)

**CHELSEA EVENTS &  
FLORAL DESIGN**  
(415)310-4430  
[www.chelseabowman.com](http://www.chelseabowman.com)

**ORNAMENTO**  
Fairmont Hotel  
(415) 668-9624  
[www.ornamento.com](http://www.ornamento.com)

**CLUB BOTANIC**  
(415) 656-8251  
[www.clubbotanic.com](http://www.clubbotanic.com)

**MAIN ST. FLORAGARDENS**  
P.O. Box 686,  
San Anselmo, CA 94979  
(415) 485-2996  
[www.mainstfloragardens.com](http://www.mainstfloragardens.com)

**PASSIFLORA DESIGNS**  
P.O. Box 77106  
San Francisco, CA 94107  
(650) 784-9309  
[www.passifloradesigns.com](http://www.passifloradesigns.com)

**NATALIE BOWEN**  
610 22nd St #308  
San Francisco, CA 94107  
(415) 948-6036  
[www.nataliebowendesigns.com](http://www.nataliebowendesigns.com)

**FLORABELLA**  
730 San Benito Avenue  
Menlo Park, CA 94025  
(650) 298-9400  
[Isabella@florabellaweddings.com](mailto:Isabella@florabellaweddings.com)

**BELLA FIORE, Mark Leahy**  
1475 Polk St Ste 7  
San Francisco, CA 94109  
(415) 441-5390  
[info@bellafiora.com](mailto:info@bellafiora.com)  
[www.bellafiora.com](http://www.bellafiora.com)

**LA FOLLIA, Thierry Chantrel**  
2310 17th Street  
San Francisco, CA 94103  
(415) 551-2310  
[thierry@thierrychantrel.com](mailto:thierry@thierrychantrel.com)  
[www.thierrychantrel.com](http://www.thierrychantrel.com)

## APPENDIX 5: Permit For Photography or Videography For Weddings At Grace Cathedral

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**Because a wedding is an act of Christian worship, the following rules apply. They allow appropriate coverage of the wedding while eliminating distractions for the wedding party and guests. The service begins with the prelude music. These rules apply from that moment.**

1. Photography or videography may take place in the cathedral and on its grounds before the wedding, but careful consideration must be given to observing the cathedral's policy of starting all services at the appointed time. Dressing rooms at the cathedral are available to the wedding party no more than one hour before the wedding.
2. The photographer and videographer must report to the wedding verger at least 45 minutes before the service to review procedures and locations. The photographer and videographer are strongly urged to attend the rehearsal, which can alleviate stress on the wedding day.
3. The entering procession may be photographed with flash only as it approaches the center aisle. The photographer must not enter the aisle, nor in any way come between the members of the procession and the congregation or clergy.
4. No flash pictures may be taken during the service by anyone. The wedding verger or officiant will instruct the congregation not to take pictures.
5. Photographs using available light only may be taken during the ceremony. They must be taken from the rear of the center aisle, sufficiently far from the congregation so as to be unnoticed. The verger will determine the exact location.
6. As the couple returns down the center aisle, flash photographs are permitted.
7. Photographs of the wedding party may be taken under the direction of the officiating priest and the verger for 15 minutes following the ceremony.
8. Weddings may be videotaped, with this restriction: Any camera visible to the congregation must be positioned on a tripod and left on a tripod during the entire ceremony. An attendant may stand near the tripod to adjust focus as necessary, but may not otherwise move during the service. In the Nave, the tripod is located to the side of the altar sanctuary, outside the altar rails. In other locations, the verger will point out an appropriate location, usually in a doorway to the side of the action. Such cameras must be turned on at least 10 minutes prior to the beginning of the service and cannot thereafter be adjusted in any way. Videographers who move during the service will be requested to leave immediately by the verger and an incomplete video record will result.
9. All videographers should check in with the cathedral's sound engineer at least 45 minutes before the ceremony. If an audio feed is needed, the engineer will assist you in obtaining one. If a wireless system is being used, check with the engineer to make sure it doesn't interfere with the cathedral's sound system. If possible, videographers should provide their own XLR cable.
10. While there is no specific dress code for photographers or videographers, please keep in mind that this is a formal occasion in a formal setting. A dark business suit, dress, or similar clothing is appropriate. Shirt sleeves, tennis shoes and other informal attire are not appropriate.

# APPENDIX 5: Permit For Photography Or Videography For Weddings At Grace Cathedral (Continued)

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In order to obtain permission to photograph or videotape a wedding at Grace Cathedral, please sign the statement below and return it to the Wedding Coordinator.

*I have read the policy stated here and I agree to work in accordance with these rules. I understand that my failure to do so may result in my being asked to leave the cathedral.*

Signature \_\_\_\_\_

Photographer/Videographer (please circle one)

Name (*please print*): \_\_\_\_\_

Name of Company \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Names of couple to be married: \_\_\_\_\_

Date and time of wedding: \_\_\_\_\_

Please email, fax, or post to:

Grace Cathedral  
Attn: Wedding Coordinator  
1100 California Street  
San Francisco, California 94108

Telephone (415) 749-6328  
FAX (415) 749-6361  
Email [weddings@gracecathedral.org](mailto:weddings@gracecathedral.org)

**Please have this form signed and returned at least two weeks prior to the wedding.**

# APPENDIX 6: Your Wedding at Grace Cathedral Timeline and Checklist for Planning

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## 4-6 months

Officiant is assigned. Contact and set up initial meeting.

## 3 months

Prepare to obtain marriage license from County Clerk's office.

## 8-12 weeks

Negotiate any special music requests; approval must be final 8 weeks out.

## 6-8 weeks

Finalize florist, photography and program arrangements.

Inform the wedding coordinator:

Will the cathedral provide your program, or will you do your own?

Who is your florist, if you will be having altar or other installed arrangements?

Who is your photographer? Does s/he have the agreement? Submit it or remind them to submit it.

Who is your videographer? Does s/he have the agreement? Submit it or remind them to submit it.

Do you want the carillon to play following your recessional?

## 4-6 weeks

Accounting finalized and final invoice sent.

## 4 weeks

Finalize ceremony details with officiant.

Select readings.

Provide all names of wedding party for vergers and program.

Provide the above information to the wedding coordinator.

## 1-2 weeks

Proof the service leaflet prepared by the cathedral or submit your draft leaflet to the officiant and wedding coordinator, if you are arranging printing yourself.

Confirm receipt of photography/videography agreement.

## Rehearsal Day

Bring marriage license!

Bring programs if not done in-house.

## Wedding Day

Arrive at the cathedral 45 minutes to an hour prior to the ceremony time.

**Wedding Coordinator**  
**weddings@gracecathedral.org**  
**(415) 749-6328**

## APPENDIX 7: Official Church Documents on Marriage

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### CANON 18: Of the Celebration and Blessing of Marriage

**Sec. 1.** Every Member of the Clergy of this Church shall conform to the laws of the State governing the creation of the civil status of marriage, and also these canons concerning the solemnization of marriage. Members of the Clergy may solemnize a marriage using any of the liturgical forms authorized by this Church.

**Sec. 2.** The couple shall notify the Member of Clergy of their intent to marry thirty days prior to the solemnization; Provided, that if one of the parties is a member of the Congregation of the Member of the Clergy, or both parties can furnish satisfactory evidence of the need for shortening the time, this requirement can be waived for weighty cause; in which case the Member of the Clergy shall immediately report this action in writing to the Bishop.

**Sec. 3.** Prior to the solemnization, the Member of the Clergy shall determine:

(a) that both parties have the right to marry according to the laws of the State and consent to do so freely, without fraud, coercion, mistake as to the identity of either, or mental reservation; and

(b) that at least one of the parties is baptized; and

(c) that both parties have been instructed by the Member of the Clergy, or a person known by the Member of Clergy to be competent and responsible, in the nature, purpose, and meaning, as well as the rights, duties and responsibilities of marriage.

**Sec. 4.** Prior to the solemnization, the parties shall sign the following Declaration of Intention:

We understand the teaching of the church that God's purpose for our marriage is for our mutual joy, for the help and comfort we will give to each other in prosperity and adversity, and, when it is God's will, for the gift and heritage of children and their nurture in the knowledge and love of God. We also understand that our marriage is to be unconditional, mutual, exclusive, faithful, and lifelong; and we engage to make the utmost effort to accept these gifts and fulfill these duties, with the help of God and the support of our community.

**Sec. 5.** At least two witnesses shall be present at the solemnization, and together with the Member of Clergy and the parties, sign the record of the solemnization in the proper register; which record shall include the date and place of the solemnization, the names of the witnesses, the parties and their parents, the age of the parties, Church status, and residence(s).

**Sec. 6.** A bishop or priest may pronounce a blessing upon a civil marriage using any of the liturgical forms authorized by this Church.

**Sec. 7.** It shall be within the discretion of any Member of Clergy of this Church to decline to solemnize or bless any marriage.

This canon shall become effective on the First Sunday of Advent, 2015.

## APPENDIX 7: Official Church Documents on Marriage (Cont.)

### CANON 19: Of Regulations Respecting Holy Matrimony:

Concerning Preservation of Marriage, Dissolution of Marriage and Remarriage

**Sec. 1.** When marital unity is imperiled by dissension, it shall be the duty, if possible, of either or both parties, before taking legal action, to lay the matter before a Member of the Clergy; it shall be the duty of such Member of the Clergy to act first to protect and promote the physical and emotional safety of those involved and only then, if it be possible, to labor that the parties may be reconciled.

**Sec. 2** (a) Any member of this Church whose marriage has been annulled or dissolved by a civil court may apply to the Bishop or Ecclesiastical Authority of the Diocese in which such person is legally or canonically resident for a judgment as to his or her marital status in the eyes of the Church. Such judgment may be a recognition of the nullity, or of the termination of the said marriage; Provided, that no such judgment shall be construed as affecting in any way the legitimacy of children or the civil validity of the former relationship.

(b) Every judgment rendered under this Section shall be in writing and shall be made a matter of permanent record in the Archives of the Diocese.

**Sec. 3.** No Member of the Clergy of this Church shall solemnize the marriage of any person who has been the husband or wife of any other person then living, nor shall any member of this Church enter into a marriage when either of the contracting parties has been the husband or the wife of any other person then living, except as hereinafter provided:

(a) The Member of the Clergy shall be satisfied by appropriate evidence that the prior marriage has been annulled or dissolved by a final judgment or decree of a civil court of competent jurisdiction.

(b) The Member of the Clergy shall have instructed the parties that continuing concern must be shown for the well-being of the former spouse, and of any children of the prior marriage.

(c) The Member of the Clergy shall consult with and obtain the consent of the Bishop of the Diocese wherein the Member of the Clergy is canonically resident or the Bishop of the Diocese in which the Member of the Clergy is licensed to officiate prior to, and shall report to that Bishop, the solemnization of any marriage under this Section.

(d) If the proposed marriage is to be solemnized in a jurisdiction other than the one in which the consent has been given, the consent shall be affirmed by the Bishop of that jurisdiction.

**Sec. 4.** All provisions of Canon I.18 shall, in all cases, apply.





