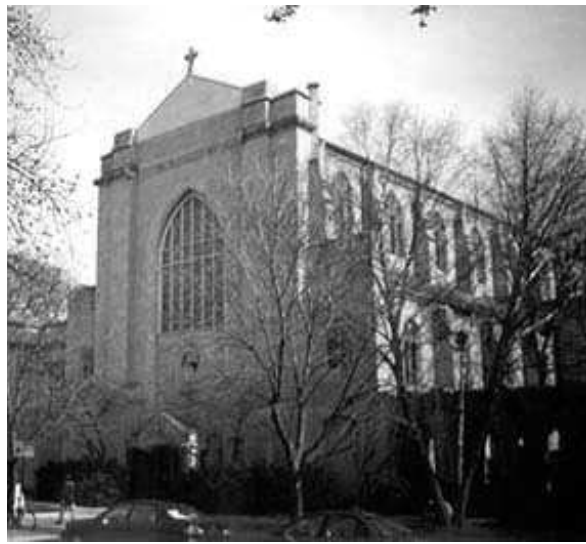


**GUIDELINES FOR YOUR WEDDING  
OR BLESSING OF CIVIL UNION**

at

**St. Luke's Church, Evanston**



**939 Hinman Avenue - Evanston, IL 60202  
847-475-3630**

revised 8/2011

## INTRODUCTION

The people of St. Luke's wish you every happiness and God's blessing on the day of your liturgy. We hope that blessing your relationship in a public gathering will always be a sign of God's grace and presence to you and to others. In a Christian liturgy of commitment such as a wedding or blessing of a civil union, the couple invites their guests to join them in asking God's blessing on their marriage. It is meant to be festive and joyous with all present invited to participate in prayer, hymns, and thanksgiving to God.

We believe that making a life decision as important as entering into a committed relationship deserves the best and most careful preparation possible. To assist those desiring to have their liturgy at St. Luke's, we have developed the following guidelines, which concur with the laws of the Church, the rubrics of the Book of Common Prayer, the laws of the state, and the policies of this parish. Please consider them carefully; we want your liturgy to be planned as smoothly as possible, and your ceremony to be a meaningful and memorable occasion.

## SETTING THE DATE

Church law requires at least thirty days notice before a wedding takes place. We have chosen to use the same expectation for the Blessing of a Civil Union. Beyond that, there must be time for premarital counseling, so it is important to call the church office as early as possible to begin discussing plans. A one-year period is not too soon. In the case of marriage, if either party has experienced a divorce, permission to marry must be obtained from the Bishop of the Diocese. This entails additional paperwork and additional time. Several months before the anticipated wedding date must be allowed.

For all liturgies, the wisest sequence of planning would be to view the calendar for available dates, then speak with the clergy first, before contracting the use of a reception hall, etc. **No wedding or blessing date is confirmed until couple have met with the priest here at St. Luke's, and have received a signed Record of Intent by the clergy.** This not only allows for proper preparation for your marriage or blessing, but shows a respectful ordering of priorities for your lives together. A festive party is great fun and a worthy tradition, but the blessing of God on the marriage itself is of higher importance.

For Episcopal Weddings, it is also required that at least one of the parties will have been baptized. For Blessing of a Civil Union there is no requirement of baptism.

## LICENSE

A license from the state is a prerequisite to the Solemnization of Matrimony or Blessing of a Civil Union. The state of Illinois requires one day waiting period before use of license. Both members of the couple must apply at the same time for a license at the Skokie Court House (847-470-7233) or any of the other 5 sires authorized by the Registrar of Cook County. The license may be used in any of the Illinois counties. The license should be deposited with St. Luke's Clergy a minimum of **three days before** the ceremony. The appropriate certificates will be signed and the completed license will be mailed to the County Clerk's office after the ceremony.

## PLANNING THE CEREMONY

All ceremonies at St. Luke's are done in accordance with the Book of Common Prayer or authorized rites as approved by the Bishop of Chicago. However, within these rites there is room for some creativity and special observances that are important to you. These must be

planned carefully with the clergy and be well thought out before the rehearsal. You will be given a copy of the Prayer Book Rite of "The Celebration and Blessing of a Marriage" or the "Rite for Blessing a Civil Union". The service may appropriately include the Holy Eucharist or not. The decision to include or omit the Eucharist can be made with the counsel of the clergy as you plan.

## MUSIC

It is our policy that the St. Luke's Organist plays for all liturgies at St. Luke's when organ music is desired. Another organist may be used, but must be approved by the Organist. In accordance with the guidelines developed by the American Guild of Organists (AGO), the standard fee (see Fees and Charges) is expected to be paid to the St. Luke's Organist, even if another musician will play. All music performed at the liturgy is planned well in advance with the organist and clergy and is subject to their approval. You will need to meet with the organist early in the planning stages and perhaps again later to choose music. Please call the church office to make an appointment.

Other musicians may be a part of the ceremony. Soloists and instrumentalists are all appropriate to a beautiful liturgy. St. Luke's can arrange for a soloist (there will be an additional fee). **Guest singers and instrumentalists** taking part in the liturgy are subject to the approval of the clergy and the Organist of this parish (whether or not the parish musician will actually take part in the service.)

## DECORATIONS

Flowers are a traditional and beautiful part of a liturgy. Your budget and tastes determine the type and amount of flowers to be displayed in the church. It is the parish custom that two large bouquets used on either side of the High Altar tabernacle are the couple's gift to the church and will remain in the church. Colors show up well at this place in the church. Additional flowers, which the couple may take away immediately after the ceremony, may be placed on the parapets at the sides of the choir steps, at the Resurrection or St. Luke's altars or at other places you may wish. Ribbons, swags, etc. are also appropriate.

**The altar is reserved for Holy Communion;** no objects (flowers, unity candles, displays) may be placed on the altar. You may decorate the pews with flowers or ribbons, etc. Kneelers will be provided in the sanctuary for the couple. We recommend that there be no cloth or disposable aisle runner, as it creates a very slippery walking surface on the polished slate floor.

## PRINTED PROGRAMS

Some couples desire to have a printed program for the service. In this case, the officiating clergy will assist you in the planning of this leaflet. If it is to be printed by the church, it will be made up to look similar to a Sunday morning bulletin, with limited choice as to size and paper style. All information regarding content (names, musical selections, readings, etc.) must be submitted to the clergy at least two weeks before the liturgy. If you will have a leaflet, whether printed by the church or by your printer, the copies must be at the church in time for the rehearsal. It will be helpful for the officiating clergy and organist to have copies earlier than the rehearsal. Plan to have several more leaflets than the number of guests you expect to attend.

Whether it is created by the church or designed by you, the program shall be reviewed by the clergy before printing.

## ALTAR GUILD

A member of the St. Luke's Altar Guild must be present for the care and handling of St. Luke's vestments and to assist with the sound system for cueing of the entry procession.

## THE REHEARSAL

The purpose of the rehearsal is to acquaint members of the liturgy party with their respective roles in the service so that the service itself may be conducted in a relaxed but worshipful manner.

The rehearsal is usually a day or two before the liturgy, usually beginning at 5:00 or 5:30 p.m. It will begin promptly and will last approximately one hour. All participants in the ceremony (attendants, ushers, parents, readers) should participate in the rehearsal if at all possible. Unless there is a special need, the organist is not present at the rehearsal.

One usher is generally necessary for every 50 guests. Groomsmen or attendants can double as ushers, but it is helpful to have at least one usher who is not an attendant at the door during the ceremony for late arrivals.

The couple and two witnesses (usually the honor attendants) are required to sign official documents. This occurs at the rehearsal.

Please remember that the rehearsal takes place in a house of worship and proper respect for this space will be observed. Cell phones are not to be used in the church and should be turned off so they do not ring during the rehearsal. Dress may be casual if you wish.

## POLICY ON USE OF ALCOHOL

The use of alcohol at any function at St. Luke's requires:

- clear and distinct labeling of all beverages and foods which contain alcohol
- availability of food
- attractive, non-alcoholic alternatives are offered as conspicuously as alcoholic beverages.
- awareness of all federal, state and local ordinances regarding legal age, serving of obviously intoxicated persons and liability for the actions of intoxicated persons.
- **The couple assumes full liability for their event and for their guests.**

## FEES AND CHARGES

When you decide to have your liturgy at St. Luke's, you will be asked to sign a Fee Agreement in order that all fees and charges are clear to all. Normal fees and charges are listed below, but will be finalized after discussion and agreement with the Rector (or other officiating clergy). All costs must be paid in advance, according to the dates listed on your Cost Agreement with St. Luke's. A 50% deposit for the church will be required when the wedding is booked. If the liturgy is cancelled within two months of the date of the rehearsal, half of the deposit will be returned to you. If a cancellation occurs on the rehearsal date or planned ceremony date, no deposit shall be returned.

**All fees must be paid in full when the license is deposited at the church office (minimum of three days in advance of the service.)**

Wedding fees are as follows (these may be modified for individual situations):

**Pledging Members of St. Luke's Parish \***

**Others**

Organist	\$450	\$500
Priest	<i>honorarium</i>	\$500
Counseling	\$300	\$300
Program leaflet	\$75	\$75
Reception	\$150	\$400
Custodian/Security	\$200	\$275
Rental of Church		\$900

*\* (on parish records as pledging for at least one year prior to date of your liturgy)*

**No liturgy date can be confirmed until the couple have met with the clergy here at St. Luke's and have received a signed Record of Intent from the clergy.** The services of the clergy at Holy Matrimony or Blessing of a Civil Union are part of their sacramental office and no fees are set for pledging members. An honorarium is customary, however, whether one is a pledging member, or following the fees for the non-pledgers. It is appropriate to give any honorarium directly to the clergy performing the ceremony. Rental of the Church and leaflet fee should be made out to "St. Luke's Church." Individual checks for the organist and sexton should be payable to them personally. Counseling by the St. Luke's clergy should be paid for with a check made out to "St. Luke's Church" and memo'd "counseling/discretionary fund." Gifts to the church beyond the basic fees are always welcomed as a thanksgiving on the occasion of a marriage or blessing.

#### **OTHER THINGS TO KNOW**

- Seating capacity at St. Luke's is approximately 350. There may be some restriction of pews during renovation. It is important to discuss with clergy.
- St. Luke's can provide a room (with a washroom) in which the bride and her attendants may dress, groom and groomsmen may gather, or where each member of a couple may change and gather with attendants.
- For security reasons, personal items and valuables should be entrusted to a designated person before the service begins. A friend or family member should be designated to take care of any gifts brought to the church. St. Luke's cannot be responsible for the loss or theft of any gifts, personal items, or clothing.
- Flower petals should not be strewn in the center aisle at the beginning of the service, as they can be slippery and cause stains.
- Throwing rice, confetti, birdseed, etc. after the service is strictly prohibited. Blowing bubbles is an attractive and popular alternative.
- Unity candles are not part of the Prayer Book service or Rite of Blessing.
- St. Luke's has a room furnished as a nursery and you may use this room for babies and small children if needed. However, we are not in a position to offer nursery care or attendants.
- The nave and chancel of St. Luke's are supplied with an amplification system. A lavalier microphone and a hand-held microphone are available. The lectern (from where the scripture lessons are read) and pulpit are equipped with microphones.
- Be aware that St. Luke's is **not air conditioned** and can be very hot at times during the summer.
- St. Luke's is a non-smoking building.

**Information Form for Liturgy at St. Luke's**

Partner A or Bride Full Name \_\_\_\_\_  
Address \_\_\_\_\_ email: \_\_\_\_\_  
Telephone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Partner B or Groom's Full Name \_\_\_\_\_  
Address \_\_\_\_\_ email: \_\_\_\_\_  
Groom's Telephone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Date of Liturgy \_\_\_\_\_ Time \_\_\_\_\_  
Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_  
Officiant \_\_\_\_\_ Phone \_\_\_\_\_

Organist \_\_\_\_\_ Phone \_\_\_\_\_  
Other musicians \_\_\_\_\_ Phone \_\_\_\_\_  
Number in liturgy party (Partner B/ groom's attendants) \_\_\_\_\_ (Partner A/bride's attendants) \_\_\_\_\_  
(others) \_\_\_\_\_

Full names of witnesses \_\_\_\_\_

Full names (and role) of other attendants \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Holy Eucharist? \_\_\_\_\_ (which form) \_\_\_\_\_  
Number of Chalice Bearers \_\_\_\_\_  
Number and/or Names of Acolytes \_\_\_\_\_

Do you prefer bread \_\_\_ or wafers \_\_\_?  
Location (High Altar) \_\_\_\_\_ (Lady Chapel) \_\_\_\_\_ (Nave Altar) \_\_\_\_\_  
Color of Altar Coverings: white \_\_\_\_\_ gold \_\_\_\_\_ other \_\_\_\_\_  
Scripture Readings: First Lesson \_\_\_\_\_ (Reader) \_\_\_\_\_  
Second Lesson \_\_\_\_\_ (Reader) \_\_\_\_\_  
Gospel Lesson \_\_\_\_\_

Reader of Prayers \_\_\_\_\_

Names of those bringing bread and wine forward at Offertory: \_\_\_\_\_

**Music Information:(in consultation with the Organist)**

Prelude \_\_\_\_\_  
Processional \_\_\_\_\_  
Hymns \_\_\_\_\_  
Solos or Instrumental pieces \_\_\_\_\_  
\_\_\_\_\_  
Recessional \_\_\_\_\_  
Other \_\_\_\_\_

**Other Liturgical Information**

\_\_\_\_\_  
\_\_\_\_\_

Date bride/partner A joined St. Luke's(if applicable)\_\_\_\_\_

Date of birth\_\_\_\_\_Date of Baptism\_\_\_\_\_

Date of Confirmation/Reception into Episcopal Church\_\_\_\_\_

Maiden\_\_\_\_\_Widow\_\_\_\_\_Divorced\_\_\_\_\_ (if divorced, date finalized)\_\_\_\_\_

Number of this marriage: for bride \_\_\_\_\_ for groom \_\_\_\_\_

Number of this blessing of civil union: for partner A \_\_\_\_\_ for partner B \_\_\_\_\_

Partner A's/Bride's father's full name\_\_\_\_\_ is father living? \_\_\_\_\_

Partner A's/ Bride's mother's full name\_\_\_\_\_ is mother living? \_\_\_\_\_

Date groom/partner B joined St. Luke's (if applicable)\_\_\_\_\_

Date of birth\_\_\_\_\_Date of Baptism\_\_\_\_\_

Date of Confirmation/Reception into Episcopal Church\_\_\_\_\_

Bachelor\_\_\_\_\_Widower\_\_\_\_\_Divorced\_\_\_\_\_ (if divorced, date finalized)\_\_\_\_\_

Partner B's/Groom's father's full name\_\_\_\_\_ is father living? \_\_\_\_\_

Partner B's/Groom's mother's full name\_\_\_\_\_ is mother living? \_\_\_\_\_

Will bulletin be prepared by St. Luke's Staff? \_\_\_\_\_ Printed at St. Luke's? \_\_\_\_\_

Additional information for Sexton/Set-up\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information for Altar Guild\_\_\_\_\_

\_\_\_\_\_

Florist\_\_\_\_\_ (Phone) \_\_\_\_\_

Desired Time to Deliver/Set up Flowers on liturgy day\_\_\_\_\_

Photographer\_\_\_\_\_ (Phone) \_\_\_\_\_

Have you given the photographer a copy of our "Photography Guidelines" \_\_\_\_\_

Caterer's Needs\_\_\_\_\_

\_\_\_\_\_

Address after marriage/civil union\_\_\_\_\_

Phone number after marriage/civil union \_\_\_\_\_

**St. Luke's Church**  
**POLICY FOR WEDDING PHOTOGRAPHY**

St. Luke's Church is beautiful as a setting for photography, with its colorful stained glass and its dignified appointments. Couples naturally like to have pictures of their special occasion. St. Luke's asks that you be aware of the following guidelines for photography in the church. It is imperative that these policies be communicated to your photographer before engaging his or her services, and a copy will be given to you to pass along to the photographer you choose.

Because liturgy is a sacrament and the ceremony is a worship service, an atmosphere of reverence and a focus on prayer is kept. **No flash pictures may be taken during the service and movement with photographic equipment must be kept to a minimum.** The photographer (or other guests with cameras) may not step into the center aisle during the ceremony and no climbing on pews, etc. at any time is allowed. During the ceremony, photographs and video-tape recordings may be taken only from the rear of the church, or from a pre-arranged position at the side, and without flash or additional lighting. Corridors to the side of the sanctuary may be used by photographers.

Photographs may be taken in the church (either posed or casual) beginning one and a half hours before the service starts and concluding thirty minutes prior to the ceremony, and/or for 45 minutes immediately following the service. Clergy are usually available only immediately after the ceremony, if it is your wish that clergy be included in the photographs. The couple is asked to please make plans with the staff in advance if they plan to use the church before and/or after the ceremony for photography. Please be aware that there may be several activities scheduled in the church on any given day, and all time needed for your liturgy must be planned in advance with the church staff.

I, (name) \_\_\_\_\_ the Photographer have read these guidelines  
and I and my staff will abide by them.

Signature \_\_\_\_\_  
Phone \_\_\_\_\_

COPY FOR PHOTOGRAPHER



***Continue to scroll for other forms***

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I, (name) \_\_\_\_\_ the Photographer have read these guidelines  
and I and my staff will abide by them.

Signature \_\_\_\_\_  
Phone \_\_\_\_\_

COPY TO BE RETURNED TO THE CLERGY ALONG WITH LICENSE

*Continue to scroll for other forms*

## Record of Intent

We \_\_\_\_\_ and \_\_\_\_\_ have met

with clergy of St. Luke's \_\_\_\_\_

and have discussed and consented to the Guidelines for Weddings and Blessing of a Civil Union at St. Luke's Church.

We submit a deposit of \_\_\_\_\_ to reserve the church for a liturgy on \_\_\_\_\_,  
and understand there are terms which may lead to the forfeiture of some or all of our deposit.

We understand that preparation may be made with one clergy person, but circumstances may necessitate a different  
clergyperson performing our wedding.

Bride's/Partner A's signature \_\_\_\_\_

Groom's/Partner B's signature \_\_\_\_\_

St. Luke's clergy signature \_\_\_\_\_

Date \_\_\_\_\_