

St Paul's Episcopal Church, Milwaukee, WI
Wedding Policies and Contract for Rental of Facilities

The following information sheet has been prepared to aid in a clear communication of your expectations and of the services provided by St. Paul's Church to make your wedding arrangements as rewarding as possible. Please review and complete the questions asked herein, sign and date where requested, and return to St. Paul's Church at least 6 months prior to the wedding date.

The Episcopal Church welcomes and celebrates all marriages, including those of same-sex couples. If you are interested in being married by the clergy of St. Paul's, please contact the Rev. Seth Raymond seth@stpaulsmilwaukee.org to discuss required pre-marital preparation. If you have a relationship with clergy outside St. Paul's, please let us know below. As an Episcopal Church, St. Paul's is only able to host weddings officiated by clergy of Christian churches. All couples preparing for marriage at St. Paul's must complete pre-marital preparation, whether with clergy of the Episcopal Church or clergy of their own denomination.

**No wedding date is reserved until confirmed with the Clergy and Parish Office and a deposit has been received.
Activities of St. Paul's Episcopal Church are prioritized above weddings of non-St. Paul's members.**

Wedding Party #1 _____ Phone Number _____

Address _____

E-mail _____

Wedding Party #2 _____ Phone Number _____

Address _____

E-mail _____

Name of Officiant _____ Phone Number _____

Email Address _____ Church Affiliation _____

Wedding Date Requested _____ Time _____

Rehearsal Date Requested _____ Time _____

Approximate Number of Guests _____

We have read and understand the Wedding Policies and agree to comply with the guidelines set forth. If any changes are necessary, we will contact the St. Paul's office.

Party Responsible for Charges: Name _____ Signature _____

Date of signature _____

Agent of St. Paul's Episcopal Church _____ Date _____

Please detach this sheet, sign, and send it along with deposit to: St. Paul's Church Attn: Cindy Wilmeth 914 E Knapp St Milwaukee, WI 53202, or drop-off in the office. Mon – Thurs. 10am-2pm

Wedding Policies (St. Paul's Episcopal Church Milwaukee)

(Please keep these guidelines to refer to when you send the signed Contract to the office)

Wedding Ceremony

Because you have chosen to have your wedding in an Episcopal Church, your wedding is expected to follow the decorum of a Wedding in a Sacred Space.

Music

Music for weddings must conform to church music standards. The clergy and the musicians on the staff of the parish will be happy to assist with this. Please contact Joseph Kucharski (joseph.kucharski@stpaulsmilwaukee.org) our Director of Liturgy and Music regarding music planning. Pages 5-9 of this document detail associated fees and music selection guidelines.

Wedding Host

A Wedding Host will be at the church 30 minutes prior to your rehearsal and 90 minutes prior to the wedding to assure that everything is in order for your special day. A total of two (2) hours is allotted for the rehearsal and three (3) hours for the wedding. Please make special arrangements if more time is needed- cost is \$30.00 per half hour (30 minutes).

A Wedding Host will:

- Unlock and lock the facility and be onsite during the rehearsal and wedding.
- Provide ice water and cups in each of the dressing rooms on the wedding day.
- Assist the wedding couple and their families regarding the location of the microphone, lights, and all the things necessary to make your day go smoothly.

St. Paul's will provide:

- The use of the main church facility. This area is heated but has no air conditioning.
- A dressing room for the bride
- A dressing room for the groom
- Use of the refrigerator in the kitchen only when directly requested.
- Trash cans are in the kitchen, along with extra bags if needed for discarded boxes, tissue paper, etc. if you have any special needs please let us know.

Flowers

- If special hardware is being used for the flowers, arrangements must be made prior to the wedding so this does not conflict with other activities previously scheduled at St. Paul's.
- No nails, tacks, glue, glitter or excessively sticky tape may be used to fasten ribbon or other materials to walls, pews, woodwork or floors. Please make arrangement to clean up all flower petals after the wedding so that the space is clean for the next day's worship.
- Please notify a Wedding Host at least six weeks in advance of your wedding if you would like to donate your Altar flower arrangements to the church for the Sunday following your wedding.

Candles

- If you wish to use the aisle candles for the wedding, this must be cleared with the Wedding Host six weeks in advance of the wedding. The additional cost is listed at the bottom of the next page.
- Candles may be decorated by you or your appointed agent prior to the wedding on approval of a

Wedding Host. All decorations must be removed by you or your appointed agent following the wedding.

Parking

St. Paul's Episcopal Church is a historic building in the heart of the city. As such, parking is limited to a small parking lot off Marshall St or street parking. A handicap accessible entrance is available on the Knapp Street side of the building.

If your wedding is scheduled for a Saturday, it is possible to apply for a permit to utilize the Lincoln Center School parking lot across the street from St. Paul's. The permit application is \$40. Applying for permission does not guarantee permission. Please let us know as soon as possible if you would like the church to send in a parking request on your behalf.

Handicapped Accessibility

The main floor of St. Paul's Episcopal Church is a handicapped accessible facility.

Special Notes

Throwing rice or bird seed, etc. is hazardous. People slip on either of these and some have been seriously injured in falls. We suggest using bubbles as an alternative.

Alcohol (beer, wine, liquor) is not to be brought to the church property at the rehearsal or wedding. St. Paul's is a smoke free campus. Evidence of alcohol consumption or smoking will be considered a policy violation and will result in forfeiture of damage deposit.

Costs:

- The cost of the facility rental is \$750 (waived for active members of St. Paul's Episcopal Church). A deposit of \$350.00 is due upon making a reservation. An additional \$200 damage deposit is required and will be returned following the wedding if no damages occur and no policies are violated. The remaining balance must be paid no later than 30 days prior to the event. The cancellation policy is as follows:
 - \$100 is non-refundable once the reservation is made.
 - If the event is cancelled between 11-30 days, before the event, an additional \$100 is non-refundable (total \$200)
 - If the cancellation occurs 10 days or less before the event, \$350 is non-refundable. All payments should be made out to: St. Paul's Episcopal Church.
- Application for additional parking in Lincoln Center School parking lot is \$40. Applications must be made as early as possible and acceptance is not guaranteed (Saturday weddings only).
- Rental of aisle candles is an additional \$100.00 to be paid one month in advance. The Wedding Hosts must be notified at least one month in advance.
- The Wedding Host fee is \$200.00 for rehearsal and wedding times as specified. Additional charges will be made if more time is necessary, this must be arranged in advance. Please include payment made directly to the Wedding Host 30 days in advance. None of this payment is refundable.
- Clergy honorarium is \$200.00. Please include made directly to clergy 30 days in advance.
- The Musician's fee and time of payment is to be negotiated with musician.

St. Paul's Episcopal Church, Milwaukee, WI
Wedding Check List (Office Use Only)

Bride _____ Phone Number _____

E-mail _____

Groom _____ Phone Number _____

Alternate Contact (Optional) _____ Phone Number _____

Relationship _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Additional Time Needed: Yes _____ No _____ Amount if yes: _____ Fee: _____

St. Paul's Clergy: Yes _____ No: _____ Eucharist: Yes _____ No _____

Aisle Candles: Yes _____ No _____

Parking at Lincoln Center? _____

Wedding Host: _____

The Wedding Host will be at the church 30 minutes prior to the rehearsal. 90 minutes is allotted for the rehearsal, which will commence at the time indicated above, for a total event time of 2 (two hours).*

The Wedding Host will be at the church 90 minutes prior to the wedding to assist the members of the wedding party with whatever is needed. An additional 90 minutes is allotted for the ceremony and post ceremony clean up, picture taking, etc., for a total event time of 3 (three) hours.*

*Additional time may be arranged, if desired, for either the rehearsal or the wedding, the fee is \$30.00 per each additional half hour.

The Wedding Host fee is due 30 days in advance of the wedding. Arrangements must be made to make payment to the Wedding Host specified above either directly to the Host or to St. Paul's to give to the Host.

Date copy given/e-mailed to Wedding Host: _____ Initials: _____

Music for the Celebration of a Marriage

The organ works listed are in the organist's repertoire. Musical selections other than these will require an additional fee.

The American Guild of Organists states that the parish organist shall play for all wedding services in his/her parish. Should the wedding couple prefer to use another musician in place of the parish organist, the regular wedding fee must be paid to the parish organist. The parish organist may waive the fee if a request is made prior to the wedding service.

Organist Fee

\$ 225.00 Wedding Service fee for Parish members
\$ 250.00 Non-member
The regular wedding fee for the organist includes one hour consultation and the service.

\$ 50.00 Wedding service rehearsal fee
(if the organist is requested for the rehearsal)

\$ 50.00 Visiting soloist with organist rehearsal fee
(not applicable when a parish soloist is engaged)

\$ 50.00 Fee for musical selections not listed

Soloist Fee

\$ 100.00 St. Paul's soloist fee (includes rehearsal with organist)

Trumpeter Fee

\$ 150.00 St. Paul's trumpeter fee (includes rehearsal with organist)

Organ Works *Sacred Songs for Solo Voice* *Psalms and Hymns*

Incidental Music for Weddings and other occasions arr. C. Dearnley

Clarke, J.** Trumpet Voluntary (*Prince of Denmark*)
Handel, G. F. March (*Overture to the occasional oratorio*)
Purcell, H. Rondeau (*Abdelazar*) - Slow Air - Prelude -
Overture: Bonduca - **Trumpet Tune -
March - Song Tune - Minuet

Wedding Music

arr. E. Power Biggs

Clarke, J.** Trumpet Voluntary (*Prince of Denmark*)
Purcell, H. Voluntary in C Major - Voluntary on the Old Hundredth -
Trumpet Tune** - Interlude from "Bell Symphony"

Miscellaneous Organ Works

- Bach, J. S. Suite in D: Air
 Bist du Bei mir
 Jesu, joy of man's desiring (Cantata 147)
 Sheep may safely graze (Cantata 208)
- Sonata I (E flat major) Allegro moderato
- Bach/Gounod Ave Maria arr. B. Hesford
- Beethoven, L. von Nineth Symphonie: Ode to Joy arr. J. C. Phillips
- Boellmann, L. Suite Gothique: Menuet Gothique - Priere a Notre-Dame
- Brahms, J. Deck thyself, my soul, with gladness
- Campra, A. Rigaudon arr. G. Ferrari
 Rigaudon arr. D. Wolford
- Chopin, F. Prelude
- Dupre, M. Antiphon III - Antiphon V - Magnificat
- Faure, G. Pavane
- Finzi, G. Forlana
- Goss, J. The Queen's Processional (*Lauda anima*)
 arr. R. Warren
- Handel, G. F. Air - Grand Choeur
 Water Music Suite: Allegro Vivace - Allegro Maestoso
 Sinfonia (Salome)
- Harris, W. H. Prelude
- Johnson, D. Trumpet Tune
- Karg-Elert, S. Marche triomphale
- Mendelssohn, F. Wedding March (*A Midsummer night's dream*)
- Near, G. Suite for Organ: Sarabande
- Nyquist, R. Adagio
- Pachelbel, J. Canon in D arr. S. Drummond Wolf
- Purcell, H. Largo - Adagio
 Suite in G: Prelude - Air - Lilliburlero - Saraband
- Schubert, F. Ave Maria arr. B. Hesford
- Stanley, J.*** Trumpet Voluntary arr. D. Wolford

Vaughan Williams, R. A Wedding Tune for Ann - Romanza - Musette -
Prelude on "Rhosymedre"

Wagner, R. Bridal Chorus (*Lohengrin*) arr. B. Hesford

Whitlock, P. Allegretto - Folk Tune - Andante Tranquillo - Scherzo - Paean

Ceremonial Music for Organ I

Clarke, J.** Trumpet Voluntary (*Prince of Denmark*)
arr. P. Hurford

Purcell, H.* Trumpet Tune and Alamand arr. F. Jackson

Stanley, J.*** Trumpet Voluntary arr. D. Willcocks

Ceremonial Music for Organ II **arr. C. Dearnley**

Handel, G. F. Rigadoon (*Almira*)

Haydn, F. J. March (*Musical Clock*)

Mozart, W. A. Wedding March (*Marriage of Figaro*)

Purcell, H. Trumpet Tune (*King Arthur*)

Ravenscroft, J. Hornpipe

18th Century anon. Prince Eugene's March
Southwark Grenadier's March
Trumpet Tune (*The Lord Mayor's*)
Trumpet Tune

Sacred Songs for Solo Voice

Bach, J. S.	Jesus, Shepherd, be thou near me (Cantata #218) O Love, that casts out fear (Cantata #45) Jesu, joy of man's desiring (Cantata #147) My heart, ever faithful (Cantata #68)
Bach/Gounod	Ave Maria
Barnby, J.	O perfect love
Brahms, J.	O Jesu, Joy of loving hearts
Franck, C.	Panis angelicus
Greene, M.	Blessed are they that dwell in thy house (Ps. 84:4, 5)
Handel, G. F.	Let the bright seraphim (<i>Samson</i>)
Helder, B.	The Lord is my shepherd (Ps. 23)
Lovelace, A.	O God of love
Moe, D.	The greatest of these is love (I Corinthians 13)
Pinkham, D.	Wedding Song (Song of Songs 8:6)
Proulx, R.	Nuptial Blessings
Purcell, H.	Alleluia
Schubert, F.	Ave Maria
Sowerby, L.	I will lift up mine eyes (Ps. 121) O perfect love
Vaughan Williams, R.	Five Mystical Songs The Call
Williams, D. H.	A Wedding Prayer

A soloist may be obtained through the parish at an additional fee.

If you choose to use your own soloist, an additional rehearsal fee is required for the organist.

Psalms

23	The Lord is my shepherd
67*	May God be merciful to us and bless us
84	How dear to me is your dwelling, O Lord of hosts
100	Be joyful in the Lord, all you lands
121	I lift up my eyes to the hills
122	I was glad when they said to me
127*	Unless the Lord builds the house

128* Happy are they all who fear the Lord

*Especially appropriate for the marriage service.

Any of the listed psalms may be read by the congregation following the first lesson at the marriage service. Verses of a psalm may be read in alternation with the officiant or the lector chosen to read the lesson(s). A soloist may sing any of the psalms to a plainsong or Anglican chant.

Hymns

339	Deck thyself, my soul, with gladness	<i>Schmucke dich</i>
350	O God of love, to thee we bow	<i>St. Mary Magdalene</i>
351	May the grace of Christ our Savior	<i>Halton Holgate</i>
352	O God, to those who here profess	<i>Caithness</i>
353	Your love, O God, has called us here	<i>Wareham</i>
376	Joyful, joyful, we adore thee	<i>Hymn to Joy</i>
377	All people that on earth do dwell	<i>Old 100th</i>
390	Praise to the Lord! the Almighty	<i>Lobe den Herren</i>
397	Now thank we all our God	<i>Nun danket alle Gott</i>
410	Praise, my soul, the King of heaven	<i>Lauda anima</i>
516	Come down, O Love divine	<i>Down Ampney</i>
593	Lord, make us servants of your peace	<i>Dickinson College</i>
606	Where true charity and love dwell	<i>Ubi caritas</i>
645	The King of love my shepherd is	<i>St. Columba</i>
646	The King of love my shepherd is	<i>Dominus regit me</i>
657	Love divine, all loves excelling	<i>Hyfrydol</i>
663	The Lord my God my shepherd is	<i>Crimond</i>
664	My Shepherd will supply my need	<i>Resignation</i>

Hymns provide a fine opportunity for the entire congregation to take a further active role in the marriage service. These selections are common to all the major Christian denominations. Generally one hymn either after the second lesson or during the Offertory (when there is Communion) is adequate. A vocalist may sing any of the hymns as a solo.