



# *GUIDELINES FOR WEDDINGS*

Zero Garden Street ☩ Cambridge, MA 02138-3631 ☩ 617-876-0200  
info@cccambbridge.org ☩ www.cccambbridge.org

***We are pleased*** that you are considering celebrating your wedding at Christ Church Cambridge. To assist you in planning your wedding, we offer the following information. To begin the process, please complete the *Application to Celebrate a Wedding*. Upon receipt, an initial appointment with the clergy will be made. Please read the following description for a fuller explanation of weddings at Christ Church Cambridge.

***Appointment with Clergy & Premarital Counseling*** – Couples requesting to celebrate a wedding at Christ Church Cambridge should meet with the parish clergy even before choosing a wedding date. We suggest meeting at least 10 months in advance of your proposed date. Once the plans are approved by the parish clergy, a date will be entered in the church calendar. A norm of at least five counseling sessions with the parish clergy will be planned. If either party has been divorced, additional time will be required to apply to the Bishop of Massachusetts for permission to remarry in the church in this Diocese. Pre-marital appointments will be scheduled with the Parish Administrator on the first visit and may be changed by clergy as necessary.

***The Service*** – The rite for “The Celebration and Blessing of a Marriage” is found in the *Book of Common Prayer* (BCP) on page 423. Couples desiring to use “The Blessing of a Civil Marriage” on page 433 of the BCP are invited to have the civil ceremony as part of the larger celebration in the church. Your Officiant will be happy to plan this with you. These are typically set within the context of the Holy Eucharist. The liturgy contains suggestions for appropriate readings from Holy Scripture to be used during “The Ministry of the Word.” Authorized translations of Scripture are used at all services at Christ Church Cambridge. Extra-Christian readings may be included for pastoral reasons with the permission of the Rector and the Celebrant.

***Music*** – Our Director of Music and Organist plays at all weddings celebrated at Christ Church. Exceptions to this rule must be made with the consent of the Rector and the Director of Music. In the event another organist is permitted to play the service, the couple will be expected to pay the regular fee to the Director of Music in addition to compensating the guest organist. Music played or sung at a wedding should reflect the liturgical integrity of the service. The couple should schedule an appointment with the Director of Music as soon as the parish clergy have officially scheduled the wedding.

If a couple desires to have the bells in the tower (comprising the beautiful and historic “Harvard Chime”) rung at the close of the ceremony, arrangements may be made through the Parish Office (617-876-0200). A fee is charged for this service, provided that the volunteer members of the Bell-ringers Guild are available to ring. Early reservations are suggested. Fee for bell ringing is listed on wedding fee page and is tax deductible.

***Flowers and Decorations*** – Please call the Parish Office (617-876-0200) to make the necessary arrangements. Normally the two vases which regularly adorn the Altar are used to contain the arrangements. Florists should keep to the following dimensions: ledge that holds arrangements is 8” deep; height of flower arrangements should not exceed 30”. Christ Church policies prohibit the use of aisle candles, runners, rice, seeds or confetti anywhere on church property. Couples may, for an additional fee, request the use of column candelabra. Members of the wedding party should plan on an additional 20-30 minutes to light these candles. Altar candles are provided and included.

***Order of Service*** – A bulletin outlining the Order of Service, together with a list of participants in the wedding party, will be prepared for the congregation by the Parish Office.

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***Pictures*** – We ask that, in honor of the solemnity of this service, guests take no pictures in the church during the ceremony. Ushers should be instructed by the couple of this policy and asked to inform guests of the same. Photographs must be taken from the balcony, and these must be without flash or noise. Following the recessional, the wedding party may have pictures taken anywhere in the church. Photographers should report to the officiating minister at least twenty minutes before the start of the wedding ceremony.

***Planning a Reception*** – Christ Church invites couples to consider having their wedding reception in our Parish House Auditorium, subject to space availability. A minimum of six months' notice is strongly suggested to reserve the parish hall and other facilities. Please contact the Parish Administrator's Office (617-876-0200, ext. 10) to make the necessary arrangements. A 50% deposit will be due at the time of signing the rental agreement. The balance will be due one week prior to the date of the reception. Parishioners pledging financial support to the parish receive a discount on the rental of parish facilities.

*Whether you are planning a Celebration and Blessing of a Marriage or the Blessing of a Civil Marriage, our hope is that this day may be filled with God's grace. Our community rejoices whenever we celebrate the love between two of God's children. Our prayer is that this day will be the beginning of a blessed life together and a love that overflows to a waiting world.*

## Wedding Fees for Christ Church Cambridge

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	<u>Pledging Member</u>	<u>Guest</u>
<b>Required Fees:</b>		
Church	No charge	\$1,000
Clergy	Honorarium at the discretion of the couple (Suggested: \$400 to \$800)	
Organist	\$400	\$500
Sexton for Service	\$100	\$100
Bulletins –up to 200	\$150	\$250
<b>Other Fees:</b>		
Column Candelabra	\$250	\$350
Ringling of the Bells	\$200	\$350
Acolyte	\$ 30	\$ 60
Sexton for reception	\$30/hour	\$30/hour
Parish House for reception	\$75/hour	\$300/hour
	-includes library and kitchen, minimum of 4 hours including any prep time for caterers, florists, etc.	

Payments should be received one week prior to the day of the wedding rehearsal.  
The parish office will provide an itemized statement with payment instructions for your use.



# Application to Celebrate a Wedding at Christ Church Cambridge

Proposed Date of Service \_\_\_\_\_

Proposed Time \_\_\_\_\_ a.m. p.m.

Proposed Date of Rehearsal \_\_\_\_\_

Proposed Time \_\_\_\_\_ a.m. p.m.

Number in Wedding Party \_\_\_\_\_

Number of Guests \_\_\_\_\_

Holy Eucharist – Negotiated with Clergy

Full Name \_\_\_\_\_

Full Name \_\_\_\_\_

Age (as of wedding date) \_\_\_\_\_

Age (as of wedding date) \_\_\_\_\_

**Mailing Address (Primary)**

**Mailing Address**

Street/Apt # \_\_\_\_\_

Street/Apt # \_\_\_\_\_

City \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

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

Primary Phone: (\_\_\_\_) \_\_\_\_\_

Primary Phone: (\_\_\_\_) \_\_\_\_\_

**Baptized:** Yes No Year \_\_\_\_\_

**Baptized:** Yes No Year \_\_\_\_\_

Church \_\_\_\_\_

Church \_\_\_\_\_

City & State \_\_\_\_\_

City & State \_\_\_\_\_

**Confirmed:** Yes No

**Confirmed:** Yes No

**Divorced:** Yes No

**Divorced:** Yes No

**Faith Tradition (if any)**

**Faith Tradition (if any)**

Name of Parish \_\_\_\_\_

Name of Parish \_\_\_\_\_

City & State \_\_\_\_\_

City & State \_\_\_\_\_

Denomination \_\_\_\_\_

Denomination \_\_\_\_\_

**Parent's Full Name**

**Parent's Full Name**

\_\_\_\_\_

\_\_\_\_\_

**Parent's Full Name**

**Parent's Full Name**

\_\_\_\_\_

\_\_\_\_\_

I have read and agree to the terms and conditions of the Christ Church Cambridge Wedding Guidelines.

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**Approved:**

\_\_\_\_\_  
*Signature of Priest*

\_\_\_\_\_  
*Date*