



# WEDDING GUIDELINES

for

ST. PETER'S EPISCOPAL CATHEDRAL  
of HELENA, MONTANA

## **About Your Wedding**

Marriage is a public covenant and therefore a public occasion and celebration. The Canon Law of the Episcopal Church also states that Christian marriage is “entered into within the community of faith.” This implies that those coming to be married in the Episcopal Church have a commitment to it by their present or intended regular involvement in, and support of that community of faith as full members of that Christian community.

**Membership in the Cathedral is not necessary;** direct-line family members of congregants will be accommodated. It is required that one of the two people in the couple be baptized and an active member at an Episcopal or Lutheran Church. A letter from the Episcopal or Lutheran Church where the person holds membership is required. To be considered for “Cathedral Congregation member fees” one needs to have been in attendance at our Cathedral Sunday worship for at least twelve months. Membership is defined by regular church attendance and making (and paying towards) a financial pledge to God’s mission at the Cathedral.

**Members of any parish in the Episcopal Church in Montana are considered members of our Cathedral.** A discount fee applies to members of an Episcopal Church in Montana. A letter of consent from the local clergy to celebrate the ceremony at the Cathedral is required.

**Their parish priest is responsible for the premarital preparation.** The parish priest is expected to plan the liturgy in consultation with the Cathedral Dean or designee, but the latter will have the final authority in the planning of the liturgy. When available, one of the Cathedral clergy will assist the parish priest during the service.

## **Scheduling Your Wedding**

**Call the Cathedral office (406-442-5175)** and speak with the Cathedral Administrator. She will discuss with you the pre-requisites for scheduling, potential dates and will then schedule a meeting with the Dean or a designee. If you are member of a Parish in The Episcopal Church in Montana, a letter from your clergy is required to move forward with the process. Once it has been established by the Dean (who will be in communication with your clergy if you are not a member of the Cathedral Congregation) that the Cathedral is available for your ceremony, your booking will not be confirmed until the Cathedral is in receipt of a non-refundable deposit of \$500. *This will be allocated towards the total cost of your celebratory event. Should you cancel your ceremony, this will not be reimbursed.* The wedding contact person will then be in touch for coordination of further logistical details.

## Wedding Rehearsal

When you schedule your wedding, you also will schedule a rehearsal. Rehearsals are normally scheduled one to two days before the wedding at 5 p.m.

## Preparation

Weddings can take as long to prepare for as you give them; however, it is important to contact the priest *at least six months ahead* of the projected date. This will give adequate time for preparation. As it is a service of worship, the planning of the ceremony will be under the direction of the Dean.

**Remarriage in the Church after divorce is possible.** The Bishop's permission is required and involves petitioning the Bishop Suffragan through the Dean or the officiating minister at your wedding. This will require additional meetings and earlier notification (at least six months) of your wishes to be married at the Cathedral. No announcements should be made about the proposed wedding until the Bishop's judgment has been secured. *Unfortunately, it will be impossible to consider scheduling a wedding that is fewer than 30 days away for first marriages, and 90 days for remarriage.*

**The Dean can agree to pencil in the date** as you begin your conversation about the upcoming wedding. In the case of remarriage, the priest will not be able to finalize the wedding date until receipt of formal permission from the Bishop.

## Fees

**See page 7 for the Fee Schedule.** Please note that fees may change from year to year; however, from the date a deposit has been received, the fees listed on the original wedding booklet provided to you will hold. Please retain a copy for your records. Make separate checks out to *St. Peter's Cathedral* (unless otherwise stated) with the specific purpose listed in the "memo" section on each check. *Honoraria* or fees for Cathedral clergy, as well as fees for the Liturgical Coordinator, Music Director, soloists and sexton are to be made out directly to that individual. All checks must be presented to the Administrator at least three weeks in advance the wedding rehearsal.

You may also consider making a thank offering to the Cathedral for the work and ministry that the Cathedral offers in Christ's name and in service to God's mission. Checks should be made out to *St. Peter's Cathedral* with the memo: *Wedding Thank Offering.*

## **Marriage Preparation**

**The priest will be preparing you for two important things, your marriage (a life-long relationship) and your wedding (a special event).**

Every priest has a different style and program for *marriage preparation*. Typically, a couple will meet with a priest for three to six counseling sessions. Some priests use a standardized instrument or other resource materials as part of the counseling process. The fees for pre-marital counseling by clergy vary. Please speak with the clergy person who will be conducting the sessions. In the case of remarriage, premarital preparation involves a professional counselor whose fees and number of sessions will vary.

In order to begin your *wedding preparation*, the Cathedral administrator will ask you to complete a **"Wedding Planning Form"**. The information you provide on this form will serve as the primary communication tool for the couple, the Dean, the Altar Guild, and the Staff in the planning process as well as your parish priest, if you are a member of another parish in The Episcopal Church in Montana. The form also will include the information needed for the Cathedral Parish Register.

After contacting the Dean and beginning premarital and wedding preparation, please contact our Music Director, at [jgoodwin@carroll.edu](mailto:jgoodwin@carroll.edu) for assistance with selection of the music.

## **Altar Flowers & Decorations**

Our Altar Guild will assist you with your wedding planning regarding altar flowers. Please contact the Administrator, who will be your liaison with Altar Guild, at least two months before the wedding. Flowers are ordered at the beginning of each month.

The Altar Flowers for your wedding will be used for the Sunday of the weekend of your wedding. If you would like to designate these flowers as a memorial or a thanksgiving, please let the Cathedral office know this at least one month in advance so names can be listed in the Sunday bulletin. The flower fee includes what we refer to as "standard Sunday flowers." Any specific flower requests may be possible, but the extra costs will need to be negotiated and agreed upon beforehand.

**The following are the guidelines for floral arrangements and decorations in the Cathedral:**

Two white or pastel color arrangements in the Altar vases may be placed on the retable. Brass planters may be used instead of the vases or one planter may be used under the cross.

Altar Flowers may not be removed after the wedding.

The Altar Guild will arrange/place the flowers or greens in the Sanctuary.

Please note that no Cathedral furniture is to be moved or removed from the Cathedral without permission of the Dean.

**Rice, confetti, flower petals, birdseed, or other congratulatory items are not to be thrown on Cathedral property.**

### **Wedding Service Format**

A priest from the Cathedral must prepare (or oversee the preparation of) the couple for marriage and officiate or assist at the wedding, regardless of whether they are members or non-members.

There are some options as in the choice of Scripture to be used but no other portion of the liturgy may be deleted or reworded. Other compositions may be permitted with prior approval from the Dean and the officiating clergy.

Another option is the choice made by the couple, after discussion with the Dean and the officiant, whether or not to have the Holy Eucharist as part of the service. The newly-married couple may present the bread and wine. All baptized persons present will be given the opportunity to receive the sacrament of Holy Communion if that is to be part of the wedding service.

Members of the families or close friends can be invited to read the lessons, or lead psalm(s) and the prayers.

### **Service Bulletin**

Email a copy to the Administrator one month before the wedding so the clergy can proof the text.

### **Marriage License**

The officiant must have your license before the ceremony. Please bring the marriage license with you to the rehearsal. The officiant will sign the license following the ceremony and send it to City Hall. You may obtain a certified copy through City Hall for your files.

The Cathedral Parish Register will have a record of the wedding signed by the bride and groom, two of their witnesses and the minister.

### **Wedding Rehearsal**

Allow one and a half (1½) hours for the rehearsal. *Please emphasize to your wedding party the importance of being on time for the rehearsal.*

### **The Wedding Day**

A couple is scheduled for a three-hour segment on the Cathedral's calendar. This is adequate for a half-hour gathering time, the wedding liturgy, and half an hour for photography following the ceremony (if desired).

It is absolutely essential that the wedding start on time and that the couple and wedding party, and their guests, depart within the time allowed as staff need to begin to prepare the Cathedral for the next event.

Please note also that the priest and musicians may have other commitments on the day of your wedding. A late start will cause problems for them and for many other people, including your guests. Please respect their schedules. *There is a 45-minute grace period from the announced time of the wedding, after which the priest reserves the right to cancel or postpone the wedding and the musician is free to leave.*

*Please plan to have a receiving line, if that is your desire, at the Reception and not at the Cathedral.*

## **Photography**

**Our guidelines that are meant to preserve the dignity and sacredness of your marriage ceremony.** If you contract with a photographer or videographer, they must speak to the Dean, a designee, or the priest officiating your wedding before the ceremony to discuss logistics of where they may place themselves in the Cathedral. The photographer should speak with the clergy prior to the day of the wedding to clarify any questions.

The photographer is permitted to take pictures of the wedding party as they gather and dress before the service begins.

**ST. PETER'S CATHEDRAL  
511 N PARK AVE  
HELENA MT 59601**

**Wedding Fees**

Welcome to St. Peter's Cathedral! Your event is important to us; our Cathedral clergy and staff musicians are happy to help in any way we can. Below is a fee guide for event & music at the Cathedral. Upon scheduling your event, we will be happy to present to you a customized quote. If you'd like other musicians to be involved please contact the Music Director.

A guide to the music for your ceremony will follow. We're also happy to guide you in choosing music appropriate for the ceremony. Should you have a special request for any type of non-traditional music, please contact the Dean.

Cathedral Clergy/Officiant (who conducts the service):

Premarital Preparation.....	check with clergy
Fee for conducting the service.....	check with clergy
Building Use (for Rehearsal and Wedding) .....	* \$500
Liturgical Coordinator (if applicable) .....	\$200
Sexton Fees (if applicable) .....	\$200
Altar flowers for wedding & Sunday following .....	\$250
(standard Sunday flowers, +special orders to be negotiated)	
Music Director/Organist .....	* \$150
Extra Music Rehearsal (required if there is a soloist) .....	* \$75
Additional Instrumentalists, Soloists .....	varies
Choir (depending on repertoire).....	* \$400-\$1600
\$100.00 per chorister	
Minimum number recommended: 4	
Preferred number of choristers: 8	

**\*Discounted fees for members of the Cathedral Congregation:**

Music Director .....	\$250
Use of Space.....	\$0
Altar Flowers..... (standard Sunday flowers; special orders arranged with the Flower Chair)	\$100

Musicians, Liturgical Coordinator and sexton fees must be paid at regular rate.

**\*Fees for Members of other Episcopal churches in Montana:**

Parish Clergy/Officiant (who conducts the service):

Premarital Preparation.....	check with clergy
Honorarium for conducting the wedding service .....	check with clergy
Building Use (for Rehearsal and Wedding) .....	\$500
Sexton Fees (if applicable) .....	\$200
Altar flowers for wedding & Sunday following .....	\$250 (standard Sunday flowers, +special orders to be negotiated)
Music Director/Organist .....	\$150
Music Director at Wedding Rehearsal (optional) .....	\$50
Extra Music Rehearsal (required if there is a soloist) .....	\$75
Additional Instrumentalists, Soloists .....	varies
Choir (depending on repertoire).....	* \$400-\$1600 \$100.00 per chorister

Minimum number recommended: 4  
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