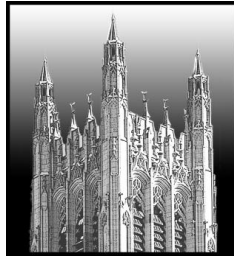


Information and Forms for Weddings



THE CATHEDRAL OF ST. JOHN THE EVANGELIST

Located at Twelfth and Grand

127 East Twelfth Avenue
Spokane, WA 99202-1199
Phone 509-838-4277
Fax 509-747-4403
www.stjohns-cathedral.org

The Very Rev. Bill Ellis
bellis@stjohns-cathedral.org

The Cathedral of St John the Evangelist
Wedding Participants and General Arrangements

Today's date _____

***Wedding Date _____ Time _____ Place _____

Note: We have Saturday 5:30pm worship services which take precedence over weddings

Officiant _____ Officiant Phone _____

Membership at _____

OR Pursuing membership at Cathedral _____

Bride _____ Address _____

Birth date _____ City, State, Zip _____

Confirmed Y / N Baptized Y / N Home phone _____ Work phone _____

Groom _____ Address _____

Birth date _____ City, State, Zip _____

Confirmed Y / N Baptized Y / N Home phone _____ Work phone _____

Address after marriage _____

Bride's parents _____ Home phone _____

Address _____ City, State, Zip _____

Groom's parents _____ Home phone _____

Address _____ City, State, Zip _____

Witnesses _____

Rehearsal Time/Date (*Weekday rehearsal time should be after 5:30pm*) _____

Marriage preparation with _____

Florist _____ Reception at _____

Please indicate (yes or no) whether you wish the following:

*Candles _____ Pictures before the wedding _____

*Carpet _____ Pictures after the wedding _____

*Organist _____ Eucharist _____

*Soloist _____ *Unity candelabra _____

*Carillon _____ *Using Cathedral altar flowers _____

***There is an extra charge for these items and all fees must be paid at least 30 days prior to wedding**

Number of Bridesmaids _____ Number of Groomsmen _____

Flower Girls _____ Ring Bearers _____

Bride's Family _____ Groom's Family _____

Total estimated attendance _____

***** Note: the date and time of your choice may *not* be definite until paperwork has been completed, returned, processed by the Cathedral office, and deposit has been received.**

Distribution of this form: Officiating Priest Canon Pastor Organist Carillonneur
 Finance Secretary Verger/Custodian Altar Guild Wedding Consultant

The Cathedral of St John the Evangelist Wedding Reimbursement Schedule

Clergy	While there is no requirement for reimbursement for clergy premarital conversation or officiating at the wedding, tradition suggests an honorarium that bears an appropriate relationship to the cost of the wedding. Such an honorarium is divided between the discretionary funds of the clergy staff employed at the Cathedral.	
Wedding Consultant (Required)	This person acts as a liaison between the bride and groom, family members, others participating in the wedding and Cathedral staff.	* \$150
Organist	See sheet regarding Wedding Music Arrangements	* \$200
Carillon	Bells in the Tower	* \$150
Verger/Custodian (Required)	Set up, assistance with rehearsal and wedding clean up	* \$175
Carpet		\$40
Candles	66 candles	\$100
	In choir area only	\$60
	Unity Candelabra	\$30
Cathedral Altar Flowers	High Altar Flowers remaining on the altar	\$30
Utility / Insurance Reimbursement	This reimbursement is due from the Sponsoring Church. There is no fee for Pledging Members of the Cathedral.	
	Members of other Episcopal Churches	\$500
Receptions	Wedding receptions are not normally held in Jewett House. Exceptions must be approved through a meeting with the administrator.	
Payment	Reimbursement for all services and additional expenses can be made by cash, check, Visa or MasterCard to the Cathedral Finance Secretary. Payment in full must be received at least 30 days prior to the wedding. An itemized statement will be sent from the Finance office when your paperwork is submitted.	

This Reimbursement Schedule is subject to change without notice.

*** These items are due prior to confirming dates; they are non-refundable within 30 days of the wedding.**

The Cathedral of St John the Evangelist
Wedding Music Arrangements

It is your responsibility to contact Janet directly

Janet Satre Ahrend, Cathedral Music Director and Organist

Cathedral Phone Number: 838-4277

Home Phone Number: 624-5627

Organist's Fee \$200 Pay to the Cathedral along with other wedding reimbursements

Carillon \$150 Pay to the Cathedral along with other wedding reimbursements

Bride's name _____

Address _____

Home Phone _____ Work Phone _____

Groom's name _____

Address _____

Home Phone _____ Work Phone _____

Rehearsal Date / Time _____

Wedding Date / Time _____

Officiating Priest _____

The Organist will be present at the rehearsal and will play 20-25 minutes of prelude and postlude music at the wedding. Certain musical selections are traditionally used at the Cathedral and will be part of the recommendation. This selection is best suited to the Cathedral ceremony as well as its organ and building. The wedding processional and recessional are worked out with the same care in mind. The Wagner and Mendelssohn wedding marches *are not* used at this Cathedral. Due to the size and unusual acoustical properties of the building, we *do not* recommend the use of vocal soloists. Exceptions, however, would include the lead singers employed for the Cathedral Choir or soloists recommended by Janet Ahrend. We recommend that solo music be selected from the Episcopal Hymnals 1940 and 1982, and in any event must also be approved by Janet Ahrend and the officiating priest.

The music of the Carillon may provide a resonant dimension to the wedding service. The bells are played for 10 minutes preceding the organ prelude, welcoming guests to the church, and for 10-15 minutes following the organ recessional, proclaiming the joy of the bride and groom as they depart. **The Carillon music is dependent upon the availability of a Carillonneur.** This person may be able to incorporate favorite hymns or even popular pieces in the performance, as well as coordinate the selection of music with the wedding's organist.

If any other questions regarding wedding music should arise, please call Janet at the numbers listed above.

Distribution of this form: Couple Organist Wedding Consultant Carillonneur