

THE CELEBRATION AND BLESSING OF A MARRIAGE
in
St. John's Chapel
Hobart and William Smith Colleges
Geneva, NY 14456
315/781-3671

WEDDING POLICIES AND APPLICATION BLANKS

GENERAL INFORMATION –

CHAPEL WEDDING RESERVATIONS ARE FOR THE SUMMER MONTHS ONLY

- Any couple may be married in St. John's Chapel, provided that the bride and groom meet the requirements of the Episcopal Church regarding marriage and that the chapel calendar and clergy schedules permit. Neither person is required to be an Episcopalian, but one of the two must be a baptized Christian.

- The officiant at weddings in St. John's Chapel may be the College chaplain or another ordained minister selected by the couple. The officiant need not be an Episcopal priest.

- No divorced person may be married by an Episcopal priest without the express permission of the bishop of the Diocese of Rochester. The bishop's consent is based on the recommendation of the officiating priest, who makes a determination based on conversations with the couple. Before a judgment is made, the officiant must see a copy of the divorce decree or annulment.

- A Declaration of Intention must be signed by the couple before the ceremony takes place. A copy of the Declaration is attached for your information. It is to be signed only in the presence of the officiating priest.

- If an organist is requested, the base fee is \$200. The chapel organist has the right of first refusal for all special services. Other musicians and vocalists may take part in the wedding when agreed to by the chapel organist. The couple should make early plans with the organist to discuss music to be played. See page 4 for the name and telephone number of the chapel organist.

- Flowers, bread, and wine or juice required for the wedding must be provided by the couple. Flower vases and communion vessels, however, are provided by the chapel. The chapel seats 200 people and the aisle length is 69' 7". The chapel is not air-conditioned. The chapel has a total of 34 pews; from the main chapel doors to the front of the chapel there are 9 pews on the right side and 9 pews on the left side. The chapel piano **cannot** be moved.

- **The Wedding Reservation, Form A, must be submitted as soon as possible and acknowledgement of the completed form confirmed by the Chaplain's office before your reservation is considered definite.** All fees must be paid 30 days prior to the wedding. Please check the fee schedule on Wedding Form B.

- The proper designation for the location of the wedding in a wedding invitation:

St. John's Chapel
Hobart and William Smith Colleges
South Main Street
Geneva, NY

Preparation

• All couples married in St. John's Chapel must undergo formal marriage preparation. Couples who request the chaplain to officiate at their wedding must engage in a series of at least six one-hour sessions. Couples may complete marriage preparation with a person other than the chaplain. [If either or both parties have been married previously or have children, the chaplain will require them to complete marriage preparation with a licensed family therapist.] The Certification of Pre-marital Preparation, (wedding Form D), **must be completed and submitted at least 14 days prior to the service**. Members of the Colleges' community (students, alums, employees and their families) are entitled to the chaplain's time without charge. The chaplain does not accept any gifts, gratuities, or honoraria for providing pastoral services. Persons who are not members of the Colleges' community must reimburse the chapel for the time the chaplain spends with them at the rate of \$75 per hour. (This rate applies also to time spent at the wedding, at a rehearsal, and traveling.)

- The purpose of the preparation is three-fold:

- 1) to help the couple determine whether the union has a reasonable chance of permanence;
- 2) to help them understand the meaning of the vows they will make; and
- 3) to help them prepare for their new life as husband and wife.

• Couples undergoing marriage preparation with the chaplain will examine the sources of their knowledge about marriage, especially their families of origin. The couple will also discuss their expectations about marriage and examine the patterns they are developing for managing their disagreements. Each couple will pay \$35 by check, made out to PREPARE/ENRICH, for the scoring of an assessment inventory used in the discussions.

• Couples getting married in St. John's Chapel are expected to reach an understanding with each other in the following areas and to test those understandings with the officiant:

- 1) Family experience
- 2) Money, wills, and insurance
- 3) Careers and location of residence
- 4) Division of household responsibilities
- 5) Children and parenting roles
- 6) Expectations in times of crisis, sickness, and being "out-of-sorts"
- 7) Relatives and in-laws
- 8) Affection and love-making
- 9) Religion and church responsibilities

- 10) Relations with others, same and opposite sex

- 11) Play and recreation
- 12) Conflict and fighting

The Marriage License

- Couples being married in St. John's Chapel must comply with New York State regulations. To the best of our knowledge, the following information is accurate.

- The State of New York Marriage License Bureau, in Geneva, is located in the City Clerk's office, City Hall, Castle Street, Room 6, first floor. (Telephone: 315/789-2603.) The office is open Monday through Thursday from 9:00 a.m. to 3:00 p.m., and Friday from 9:00 a.m. to 6:00 p.m. In the state of New York, no blood tests are required. Both people must use the same office to obtain a license but do not have to apply at the same time. Both must provide proof of identity (driver's license or birth certificate). If formerly married, there must be proof of death or divorce. Forms are filled out in the city clerk's office and cost \$25. There is a waiting period of twenty-four hours, and the license is valid for a period of sixty days. If the license expires, and applicants still wish to marry, they must reapply and pay a new fee. A marriage license may be obtained anywhere in the state of New York. Following the marriage ceremony, the license form is signed by the performing clergy or judge and mailed to the City Clerk's office.

The Service Itself

- The normal service in St. John's Chapel is "The Celebration and Blessing of Marriage," which begins on page 423 of The Book of Common Prayer, 1979. Adaptations in the service may be made in consultation with the officiant.

- For practicing Christian couples it is appropriate to celebrate the Holy Eucharist in conjunction with the wedding. The wedding service is designed so that the eucharistic portion flows naturally from the blessing of the marriage.

- Photography (including video taping) during the service may be limited by the officiant. Normally, photographers stand behind the congregation and use available-light film. Photographs may be taken after the wedding of reenacted portions of the service. Both professional and amateur photographers should be advised of limitations by the couple. Any questions should be checked with the officiant before the day of the wedding.

- Couples who have chosen to include the Eucharist with their wedding celebration are to provide:
 - Bread - one-pound loaf of wheat bread that will break and not crumble (wafers may be requested instead)
 - Wine or juice - one bottle for every 150 communicants

Exceptions

- The chaplain may make exceptions to the wedding policies when she believes that rigid adherence would violate her pastoral responsibility.

Use of the Building

- If neither the bride nor groom is a member of the Colleges' community, they must compensate the chapel for the use of the building and supplies. The cost for the wedding and rehearsal, inclusive of the use of flower vases, candles, altar linens, communion vessels, is \$500.

- All couples must have the services of the chapel's Wedding Coordinator who will act as host to the wedding party at the rehearsal and who will supervise preparation of the altar on the day of the wedding. The chapel's wedding coordinator's minimum fee is \$80.

- Couples using the chapel for a wedding are permitted access to the building one hour before the service. The chapel can be reserved for no more than three hours for a wedding, including the hour before the service and the time for cleaning up. The chapel may be reserved one hour for a rehearsal at no extra cost.

Conduct

- You are responsible for ensuring that all persons who are on the Colleges' property in connection with your wedding conduct themselves in a lawful manner. No illegal drugs or underage drinking shall be allowed at any time under any circumstances.

Parking

- Members of the wedding party and their guests may not park in the driveway or block entrance to the chapel driveway. Parking is available on Main Street and in the Medbery parking lot off Pulteney Street. (For parking permission call the Colleges' Office of Safety and Security at 315/781-3656.)

Smoking

- St. John's Chapel does not permit any indoor smoking.

Emergency Exits

All doors must be kept unlocked.

Deliveries

- We will not accept, sign for, or store any deliveries for your wedding. You or your agent must be here to take care of such details. Your deliveries must come on the day of the wedding, and any pickup must be made no later than the next day.

Key people at St. John's for weddings

Chaplain: Lesley M. Adams

Chapel Secretary: Linda M. Alexander

Chapel Organist: MaryAnn Hamilton (e-mail: Molliham@aol.com)

Telephone

315/781-3671

315/781-3671

585/473-4750

Wedding Form A

**St. John's Chapel
Wedding Reservation**

**Your reservation is not confirmed until we have acknowledged
the receipt of this completed form and your reservation fee:**

Bride:

Home Phone

Name _____

Address _____

Work Phone

E-mail address:

Groom:

Home Phone

Name _____

Address _____

Work Phone

E-mail address:

Wedding date _____ Hour _____

Rehearsal date _____ Hour _____

Officiating clergy:

Name _____ Phone(s) _____

Name _____ Phone(s) _____

****Please enclose the *non-refundable reservation fee* of \$50.00
(Make check payable to: St. John's Chapel)**

(*All Chapel fees guaranteed through 12/31/07)**

Wedding Form B

St. John's Chapel

Please send checks payable to “*St. John's Chapel*” at least 30 days prior to the service.

Bride _____

Groom _____

Wedding Coordinator

(Please pay separately @ Wedding rehearsal)

Minimum fee \$ 80.00 \$ _____
(\$17/hr. for ea. additional hr. over 4 hrs.) \$ _____

Organist

(Please pay separately)

Wedding (base fee) \$200.00
Extra preparation \$ _____
(May be negotiated with Organist) \$ _____

Use of building

(non-members only) \$500.00 \$ _____

Chaplain Fees

(non-members only)

Marriage Preparation - 6 sessions \$450.00
Additional sessions - @\$75 per hour \$ _____
Rehearsal \$100.00
Wedding \$200.00
Travel time - hours @\$75 per hour \$ _____
Subtotal \$ _____

Total due St. John's Chapel \$ _____

Inventory Fee (for marriage preparation with Chaplain)

(Make check payable to Prepare/Enrich) \$ 35.00 \$ _____

(* Fees guaranteed through 12/31/07)**

HOLY MATRIMONY

(Submit to officiant prior to the first marriage preparation session and a copy to St. John's Chapel at least 30 days prior to the wedding ceremony)

INFORMATION

Groom's full name _____

Residence _____ Home Phone _____

Occupation _____ Work Phone _____

Bachelor/Widower/Divorced _____ Number of this marriage: _____

Baptized ___ Denomination _____ Children by previous marriage: _____

Confirmed ___ Denomination _____

Communicant ___ Denomination _____

Age _____ Date of birth _____ Place _____
(at marriage) (month/day/year)

Father's name _____

Mother's name _____
(including maiden name)

Parents' _____ residence

Bride's full name _____

Name following marriage _____

Residence _____ Home Phone _____

Occupation _____ Work Phone _____

Maiden/Widow/Divorced _____

Number of this marriage: _____

Wedding Form C (con't.)

Baptized ___ Denomination _____ Children by previous marriage: _____

Confirmed ___ Denomination _____

Communicant ___ Denomination _____

Age _____ Date of birth _____ Place _____
(at marriage) (month/day/year)

Father's name _____

Mother's name _____
(including maiden name)

Parents' residence _____

Date of ceremony _____ *Hour* _____ *Date of rehearsal* _____ *Hour* _____

Place of ceremony _____ *Reception* _____

Names of witnesses 1. _____

2. _____

Access to the chapel negotiated for (hour): _____

Guests scheduled to leave the chapel by (hour): _____

Clean-up to be completed by (hour): _____

Person responsible for cleaning and re-setting the chapel:

Name _____ **Phone(s)** _____

Officiating clergy:

Name _____ **Phone(s)** _____

Name _____ **Phone(s)** _____

Altar:

flower vases: Yes ___ No ___ (Using w/ Chapel Silk Flower Arrangements)
Yes ___ No ___ (Using w/ Flower Arrangements of Your Own)

Are you having a Eucharist?: Yes ___ No ___

If so, please check the following:

Sets of vessels: 1 ____ 2 ____ Silver ____ Ceramic ____

Wedding Form D

CERTIFICATION OF PRE-MARITAL PREPARATION

(To be returned at least 14 days prior to wedding date)

TO: The Chaplain
 Hobart and William Smith Colleges
 Geneva, New York 14456-3397

This is to certify that:

and

have completed pre-marital preparation with me:

(Name and Address)

Signature: _____

DECLARATION OF INTENTION

We,

and

desiring to receive the blessing of Holy Matrimony in the Church, do solemnly declare that we hold marriage to be a lifelong union of husband and wife as it is set forth in the Book of Common Prayer.

We believe that the union of husband and wife, in heart, body, and mind, is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and when it is God's will, for the procreation of children and their nurture in the knowledge and love of the Lord.

And we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek God's help thereto.

Signature of Groom

Maiden Name Signature of Bride

Dated _____

