

## **THE CELEBRATION AND BLESSING OF A MARRIAGE**

St. John's Chapel  
Hobart and William Smith Colleges  
Geneva, NY 14456

### ***WEDDING POLICIES AND APPLICATION BLANKS***

#### GENERAL INFORMATION –

#### THE CHAPEL MAY BE RESERVED FOR WEDDINGS ON SATURDAYS DURING THE SUMMER

- 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.

- Any regularly ordained clergy person may officiate at weddings in St. John's Chapel. (*NB*, mail-order ordinations do not meet this requirement.) Members of the Colleges community may send requests via email for Chaplain Lesley Adams to officiate. (ladams@hws.edu)

- The chapel organist, MaryAnn Hamilton, has the right of first refusal for all weddings. 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. Email molliham@aol.com.

- The *Wedding Reservation Form A*, must be submitted to the Events Office 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 60 days prior to the wedding. Please check the fee schedule on *Wedding Form B*.

- 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.

- 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 **may not** be moved.

- 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 weddings must engage in a series of at least three two-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.] *Wedding Form D, Certification of Pre-marital Preparation*, **must be completed and submitted at least 30 days prior to the service.**

Members of the Colleges' community (students, alums, employees and their children) are entitled to the chaplain's time without charge. The chaplain does not accept any 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 \$100 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, 47 Castle Street, first floor. (Telephone: 315/789-2603.) The office is open Monday through Friday from 8:30 to 4:00 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.

- 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.

- 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. 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

### **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 \$750.

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 \$125.

Couples using the chapel for a wedding are permitted access to the building one hour before the service. The chapel may 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**

Couples are responsible for ensuring that all persons who are on the Colleges' property in connection with the 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.

### **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.

### **Exceptions**

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

### **More Information**

Please call the Hobart and William Smith Colleges Events Office, 315-781-3103.



Wedding Form B

**Fee Schedule**

Please send checks payable to "St. John's Chapel" to the Hobart and William Smith Colleges Events Office, 300 Pulteney St., Geneva, NY 14456 at least 60 days prior to the service.

Bride \_\_\_\_\_

Groom \_\_\_\_\_

**Use of building**  
(non-members only) \$750.00

**Chaplain Fees**

(non-members only)

Marriage Preparation - 6 hour	\$600.00	
Rehearsal	\$100.00	
Wedding	\$200.00	
Travel time - hours @\$100 per hour	\$ _____	
Subtotal	\$ _____	\$ _____
Less Deposit of \$150		-\$ _____

**Total due St. John's Chapel** \$ \_\_\_\_\_

**Wedding Coordinator**  
(Please pay separately @ Wedding rehearsal) \$125.00

**Organist** \$225.00  
(Please pay separately)  
(Extra preparation may be negotiated with Organist) \$ \_\_\_\_\_

**Inventory Fee** (for marriage preparation with Chaplain)  
(Make check payable to Prepare/Enrich) \$ 35.00

**(\*\*\* Fees guaranteed through 12/31/10)**

*Wedding Form C*

**HOLY MATRIMONY INFORMATION**

*(Submit to the Events Office at least 60 days prior to the wedding ceremony)*

Groom's Full Name Home Phone

Address

Occupation Work Phone

Bachelor, Widower, or Divorced?

Baptized? Denomination?

Confirmed? Denomination?

Communicant (member)? Denomination?

Date of Birth Place of Birth

Father's Name Mother's Name

Bride's Full Name Home Phone

Address

Occupation Work Phone

Maiden, Widow, or Divorced?

Baptized? Denomination?

Confirmed? Denomination?

Communicant (member)? Denomination?

Date of Birth Place of Birth

Father's Name Mother's Name

Clergy Officiant:

Name

Cell#

Access to the chapel negotiated for (hour):

Guests scheduled to leave and chapel straightened up by (hour):

Person in charge straightening up after the ceremony:

Name

Cell #

Altar Flowers:

Using Silk Flowers already on the altar?

Bringing drop-in floral arrangements?

Celebrating Eucharist?

Silver or ceramic vessels?

*Wedding Form D*

**CERTIFICATION OF PRE-MARITAL PREPARATION**

*(To be returned at least 30 days prior to wedding date)*

TO: The Events Office  
Hobart and William Smith Colleges  
300 Pulteney Street  
Geneva, New York 14456

This is to certify that:

\_\_\_\_\_

and

\_\_\_\_\_

have completed pre-marital preparation with me:

Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**DECLARATION OF INTENTION**

We,

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and

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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.

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*Signature of Groom*

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*Maiden Name Signature of Bride*

Dated \_\_\_\_\_