

# WEDDINGS AT ST. PAUL'S SYRACUSE

St. Paul's Episcopal Church

## Congratulations on your engagement and upcoming wedding!

The purpose of this booklet is to help you, your family and our staff to plan your very special day. We also hope to answer any questions and expectations you may have. We do traditional weddings and same sex weddings.

### Who can be married at St. Paul's?

- Anyone, as long as one party of the couple is baptized, in consultation with our Rector, The Reverend Philip Major.
- You must be willing to prepare for marriage. This means meeting with a priest for four to five hours and completing the preparation no later than four weeks prior to the wedding.
- In the case of a divorced person who wishes to remarry, permission of the Bishop of Central New York is required, adding at least 30 days to the preparation time.

### Who to contact first?

- Please contact our Operations Manager, Judy McAdoo-Pelton at [offices@stpaulsyr.org](mailto:offices@stpaulsyr.org) to first check your preferred date. You will then begin to discuss details with our Rector and set dates for pre-marital counseling.

### Marriage License

- Please make sure that you obtain a Marriage License at least 48 hours before the ceremony. It must be brought with you at the time of the rehearsal. You will need 2 witness to sign after the ceremony.

*continued*

### Wedding Fees

*Please see page 4 for a list of the fees to have a wedding at St. Paul's.*

*Fees are due 7 days prior to the wedding. Separate checks need to be issued for various staff attending to your event. Please ask for list of what is due and the names of the people the checks should be issued to.*



## Music

- The organist fee of \$350 includes one planning meeting with the couple, the wedding rehearsal and the ceremony. Please contact Jim Potts, our organist directly to discuss your music. [jpotts@stpaulsyr.org](mailto:jpotts@stpaulsyr.org) Please note that under AGO guidelines, the organist fee must be paid to St. Paul's staff organist even if other musicians are used in the wedding service.

## Flowers on the Altar

- Flowers on the altar may only be handled by St. Paul's. A fee of \$150 will be charged. If you would like, please advise your wedding color and flower preferences no later than 2 weeks prior to the wedding. Our Altar/Flower Guild will do their best to accommodate your choices.

## Photography

- The taking of photos and videos is certainly encouraged. Please ask them not to be intrusive. Consult with the priest with regards to rules about photographers.

## Aisle Runners, Bird Seed, Petals etc.

- Due to liability concerns and safety issues, the use of aisle runners, petals, rice, bird seed etc. are not permitted on church property. Blowing bubbles, waving ribbons, hugs and kisses are great alternatives and make for great pictures.



## Decorations

**Y**ou may decorate the church, but please, no nails or tacks may be used on church furniture or walls. Only painters tape or adhesive putty that does not harm the finish on walls or woodwork. Any decorating may be done the day of the wedding and it is your responsibility to remove them after the ceremony.

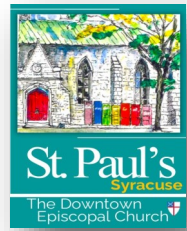
*If candles are requested, please discuss this first with the Rector.*

## Maximum Occupancy Ratings

*Sanctuary 536*

*Brewster Room 54*

*Hansen Dining Rm 150-200*



# Wedding Request

Please complete this form and turn in to St. Paul's to start planning your big day.

**Spouse 1:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Spouse 2:** \_\_\_\_\_ **Cell Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Wedding Day & Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Reception Location:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Rehearsal Day & Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

What Facilities Will You Be Requesting:  Sanctuary

Hansen Dining Room  Kitchen  Brewster Room

Additional Spaces Requested:

\_\_\_\_\_  
\_\_\_\_\_

**Approx. How Many Guests Do You Expect? :** \_\_\_\_\_

**How Many Attendants:** \_\_\_\_\_

**If Having Reception at St. Paul's, How Many People?:** \_\_\_\_\_

***Do You Have Any Connection To St. Paul's?***

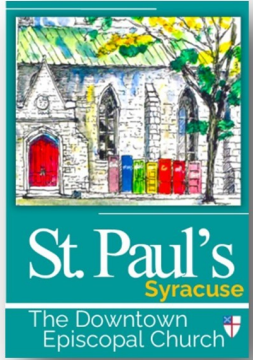
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***Additional Comments:*** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Send Wedding Request to: Judy McAdoo-Pelton, Operations Manager,**

**St. Paul's Syracuse 310 Montgomery St. Syracuse, NY 13202 or email to: [offices@stpaulsyr.org](mailto:offices@stpaulsyr.org)**



# WEDDING FEES

St. Paul's Syracuse

Names: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Priest: \_\_\_\_\_

## Building Use

Sanctuary \$300.00 \_\_\_\_\_

There may be additional fees for use of Sanctuary during heating season.

Hansen Dining Room \$200.00 \_\_\_\_\_

Brewster Room \$150.00 \_\_\_\_\_

## Clergy

Clergy Honorarium \$300.00 \_\_\_\_\_

Pre-Marital Counseling \$250.00 \_\_\_\_\_

## Organist Fee

Includes planning meeting, rehearsal & ceremony \$350.00 \_\_\_\_\_

There may be an additional fee for a soloist

## Service Leaflet (required)

Cost of Color Leaflet \$1.50 each x \_\_\_\_\_ = \$ \_\_\_\_\_

Cost of Black & White \$.50 each x \_\_\_\_\_ = \$ \_\_\_\_\_

**Altar Flowers & Altar Preparation** \$150.00 \_\_\_\_\_

*(Only provided by St. Paul's. Please advise your wedding color and flower preference 2 weeks prior. Our Altar & Flower Guilds will do their best to accommodate your request.)*

**Administrative Fee** \$ 200.00 \_\_\_\_\_

**Streaming Fee** \$ 200.00 \_\_\_\_\_

**Security Staff** \$ 100.00 \_\_\_\_\_

**Cleaning Fee** \$ 100.00 \_\_\_\_\_

**Reception** \$ \_\_\_\_\_

*If your reception is held at St. Paul's, the cost is based on number of people, length of time & what space is used*

### For Office Use

<input type="checkbox"/> Priest	<input type="checkbox"/> IT Tech	<input type="checkbox"/> Community Fellowship
<input type="checkbox"/> Organist	<input type="checkbox"/> Flower Com.	<input type="checkbox"/> Ushers
<input type="checkbox"/> Operations Manager	<input type="checkbox"/> Altar Guild	<input type="checkbox"/> Security

www.stpaulsyr.org  
Syracuse, NY 113202  
310 Montgomery St (office & mailing)  
220 East Fayette St (Sanctuary)