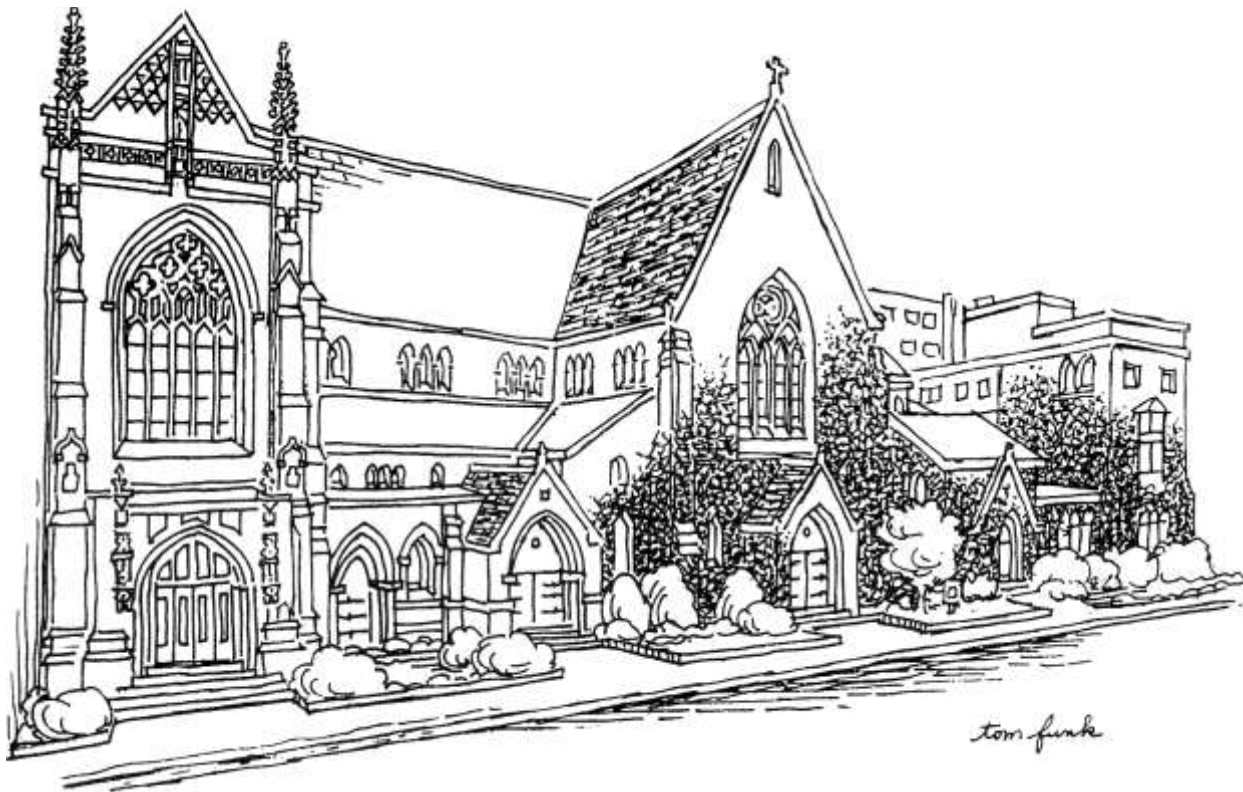


**A Guide to Weddings
& Renewal of Vows
Ceremonies**



at
EMMANUEL CHURCH
in the City of Boston

Revised November 2017

Welcome to Emmanuel Church

Congratulations! We are pleased that you are considering Emmanuel as the setting for consecrating your marriage or renewing your vows. Emmanuel is an open church, and we invite all, regardless of their religious affiliation, to hold their wedding ceremonies here. Emmanuel also welcomes and has celebrated same-sex unions since 1981 and same-sex marriages since 2004.

Please read the following information on our policies for ceremonies. If you have any questions or would like further information, please contact:

The Reverend Daniel Bell
Parish Assistant & Wedding Coordinator
parishassist.emmanuel@gmail.com
617-536-3355, ext. 21

For more information about Emmanuel Church, visit our website at www.emmanuelboston.org.

Reservations

Making a Reservation

To make a reservation for a rehearsal and ceremony, please email the Wedding Coordinator, with several possible dates.

To confirm a booking the couple must complete the **Wedding Ceremony Registration Form and Letter of Agreement** (available upon request) and return it to the Wedding Coordinator along with the required deposit (see **Fees and Honoraria**). If we do not receive your registration, letter of agreement, and deposit a month following the initial booking, we will need to cancel the “hold” on our calendar. The Wedding Coordinator will contact you before taking any action.

Times for Rehearsals and Ceremonies

Times for your rehearsal and ceremony must be arranged with the Wedding Coordinator and the officiating clergy. Typically, the rehearsal is scheduled to occur the afternoon or evening before the ceremony. Please consult with the Wedding Coordinator if you are considering changing the date or time.

Officiant for Wedding, Guest Clergy, Music

Emmanuel Church Clergy

The clergy of Emmanuel Church are available to officiate at Episcopal weddings. If you choose to have an Episcopal ceremony and would like an Emmanuel clergyperson to officiate at your wedding, you must also complete the **reverse side** of the **Wedding Ceremony Registration Form**, and speak with our Rector as soon as possible. *We require a series of pre-martial meetings with the Rector, if this is the case.*

Guest Clergy

We welcome clergy of all denominations to Emmanuel Church. We do ask for contact information for guest officiants, however, to extend an official invitation to them to preside over a service at Emmanuel. (See enclosed **Wedding Ceremony Registration Form**.)

Music

All music at weddings and commitment ceremonies is under the direction of Emmanuel's organist. Couples are required to consult with the organist about music choices prior to their ceremony. The organist must be contacted at least six weeks prior to the event to arrange for music and musicians to be contracted. The fee for this consultation is included in the organist fee. If you decide not to hire the Emmanuel Church organist, we require a \$100 consultation fee (a.k.a., "bench fee"). These fees should be paid directly to our organist at least one week prior to the rehearsal. (Please mail or drop off at the church). If hiring multiple musicians through the Emmanuel Church organist, an additional rehearsal fee may be required. Please note that we strongly discourage the use of prerecorded music.

Wedding Planners or Coordinators

If you have hired a wedding planner or coordinator, please provide our Wedding Coordinator with the planner's contact information so that they may stay in touch as your wedding plans move ahead.

For the Ceremony

Photographs/Audio and Visual Recordings

Emmanuel Church does not have equipment for audio or video recording. Photographs may be taken during the ceremony at the discretion of the officiant.

Guest Books

If you would like to use a guest book, you should provide your own. You may place a guest book on a table at the entrance to the Sanctuary or Chapel.

Flowers, Candles and Decorations

Emmanuel Church provides two candles for the altar. You should provide flowers, pew bows and any other decorations. Please do not use tape, or nail or tack anything into wood. Flower petals may be strewn down the center aisle for the procession. Outdoors, only birdseed or flower petals may be thrown. Flowers may be delivered up to two hours prior to the ceremony.

About our Building

Sound Amplification

The main sanctuary and Lindsey Chapel have attached microphones. You may supply additional sound equipment as needed.

Church Furnishings

No fixed furnishings or ornaments in the church or the chapel may be moved or altered in any way. You may move portable church furnishings, which must be returned to their original position after use.

The exterior of the building may not be modified in any way. Nothing may be planted or installed in the yard or on the sidewalks.

Space, Size, and Capacity

The length of the main sanctuary aisle is 96 feet. The length of the chapel aisle is 57 feet. The seating capacity of the main sanctuary is 650. The seating capacity of Lindsey Chapel is 140.

Restrooms

Women's and men's restrooms are located in the basement of the building. One handicap-accessible, all-gender restroom is available on the first floor.

Parking

There are two parking garages near the church: the Boston Common Garage under the Common, and the Back Bay Garage on Clarendon Street. Emmanuel Church does not have any parking spaces designated for its use, and street parking in the immediate area of the church can be difficult to find.

Wheelchair Access

Emmanuel Church is wheelchair accessible by the east entrance.

Building Security & Event Sextons

The event sextons will be responsible for the security of the building on the day of your ceremony and on the day of your wedding rehearsal. Emmanuel is not responsible for any lost or stolen personal articles. Sextons also provide logistical support and basic hospitality at events. They should be not expected to usher at the ceremony. (It is your responsibility to arrange for ushers to hand out programs, escort guests to their seats, and so on). One sexton, the Rehearsal & Ceremony Coordinator, will be at the rehearsal and ceremony to ensure that everything runs smoothly. An additional sexton will be at the ceremony provide support at the ceremony. (See sexton fee information below for exceptions to this). **Sextons will provide you with building access one hour before the rehearsal and two hours before the ceremony.**

Fees and Honoraria

A deposit of 50% of the rental fee is required to secure your reservation and must be submitted no more than 30 days after a "hold" has been placed on the church calendar. Please make the check payable to Emmanuel Church and send to Wedding Coordinator, Emmanuel Church, 15 Newbury St., Boston, MA 02116, along with the completed and signed **Wedding Ceremony Registration Form**. If your officiant will be an Episcopal priest, please be sure to complete both sides of the form.

A check for the remaining balance, plus fees for Emmanuel officiant and sexton, should be made out to Emmanuel Church and sent to the Wedding Coordinator at least 60 days before your ceremony. Fees for our organist, guest clergy, or other officiants or musicians are to be made directly to each. *If you have difficulty making payments, please contact the Wedding Coordinator as soon as possible to share your circumstances and find a solution.*

Rental Fees for Rehearsal and Ceremony:

Church Sanctuary	\$3500
Lindsey Chapel	\$2500

Other Service Fees:

Officiating Emmanuel Church clergy \$500

Emmanuel Church organist \$300

Organist Consultation Fee \$100

(If not hiring Emmanuel Church organist)

Sextons—Rehearsal & Ceremony \$300*

*Please note: the sexton fee will be lowered to \$225 only if a professional wedding planner is present at the rehearsal and ceremony, or if an Emmanuel clergyperson is officiating. The additional \$75 is provided as a stipend to the sexton serving as Rehearsal & Ceremony Coordinator (see “Building Security & Event Sextons” section above for more details).

Cancellations:

If for any reason your wedding is canceled or postponed, please notify the Wedding Coordinator promptly. ***Cancellations made less than 30 days prior to the wedding will result in the deposit and balance being forfeited.***

Sample Timeline

The Wedding Coordinator will be in touch with you once you have confirmed a date and time for the wedding and rehearsal, and you have mailed in your deposit and the required forms. This confirmation will include information about the remaining balance and when that balance is to be paid.

Most couples begin their wedding plans 6 to 12 months in advance. The following is a checklist guide which you may adjust as necessary.

Six to Twelve Months Prior to your Wedding Date

Confirmation. You and the Wedding Coordinator will complete the requirements to confirm the reservation for the space and the dates and times of the wedding and the rehearsal. (Note: Many **reception sites** now require a year’s advance notice to reserve a date and time.)

Arrange for your officiant. Please let us know once you have made a final decision about who will conduct the service and provide his/her contact information. If it is required or requested, schedule pre-nuptial sessions with your officiant. The officiant will plan your wedding ceremony with you and will direct the wedding rehearsal. Emmanuel welcomes guest clergy, justices of the peace, etc.

Six months prior to your Wedding Date

The Wedding Coordinator will send a reminder email to confirm the dates and times of the wedding, and the rehearsal and the due date for the payment of the balance. You should also confirm other arrangements at this time:

- ∞ Photographer/Video Recording
- ∞ Flowers, Candles and other Decorations
- ∞ Musicians and musical selections
- ∞ Confirm with the Wedding Coordinator if you plan to include Holy Communion in your ceremony

Two to three months prior to your Wedding Date

The Wedding Coordinator will send a final reminder email regarding the due date for payment of the balance. Other arrangements to be confirmed at this time might include:

- ∞ Finalizing the guest list and notifying the Wedding Coordinator if the number is significantly different from what was submitted originally.
- ∞ Arranging for a printed order-of-service or program leaflet for the ceremony.
- ∞ Determining the schedule and location for the wedding party to dress and arrange for transportation if necessary. Rooms may be scheduled at the church for the bridal party to get dressed but their use cannot be guaranteed without advance notice.

One month prior to your Wedding Date

Please finalize all rehearsal and ceremony details, including music, with the Wedding Coordinator and Organist.

Day-of Considerations

While we are sensitive to unexpected delays on the day of the ceremony, we encourage the wedding party and guests to be as punctual as possible out of respect for Emmanuel staff and members.

Thank you for considering Emmanuel!

Blessings on your journey!



Emmanuel Church in the City of Boston

15 Newbury Street, Boston, MA 02116

617-536-3355