

**The Parish Church of Saint Luke's**

939 Hinman Avenue • Evanston, IL 60202

847-475-3630 • [office@stlukesevanston.org](mailto:office@stlukesevanston.org)

**GUIDELINES for WEDDING or  
BLESSING OF CIVIL UNION**



**939 Hinman Avenue - Evanston, IL  
60202 847-475-3630**

**revised 1/2020**

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### INTRODUCTION

The people of St. Luke's wish you every happiness and God's blessing on the day of your liturgy. We hope that blessing your relationship in a public gathering will always be a sign of God's grace and presence to you and to others. In a Christian liturgy of commitment such as a wedding, the couple invites their guests to join them in asking God's blessing on their marriage. It is meant to be festive and joyous with all present invited to participate in prayer, hymns, and thanksgiving to God.

We believe that making a life decision as important as entering into a committed relationship deserves the best and most careful preparation possible. To assist those desiring to have their liturgy at St. Luke's, we have developed the following guidelines, which concur with the laws of the Church, the rubrics of the Book of Common Prayer, the laws of the state, and the policies of this parish. Please consider them carefully; we want your liturgy to be planned as smoothly as possible, and your ceremony to be a meaningful and memorable occasion.

### SETTING THE DATE

Generally, a wedding at St. Luke's will entail four sessions of pre-marital counseling, the fourth of which will include discussion of the wedding liturgy itself.

Church law requires at least thirty days notice before a wedding takes place. If either party has been married before, a document must be completed by the couple and the officiating clergy person and submitted to the Diocese at least sixty days prior to the wedding date and following at least the first three pre-marital counseling sessions.

For all liturgies, the wisest sequence of planning is to book the ceremony venue prior to reception venue. **No wedding date is confirmed until couple has spoken with the priest here at St. Luke's, submitted a \$150 deposit, and received signed Record of Intent by the clergy.**

For Episcopal Weddings, it is also required that at least one of the parties will have been baptized. For Blessing of a Civil Union there is no requirement of baptism.

### LICENSE

A license from the state is a prerequisite to the Solemnization of Matrimony or Blessing of a Civil Union. The state of Illinois requires one day waiting period before use of license. Both members of the couple must apply at the same time for a license at the Skokie Court House (847-470-7233) or any of the other 5 sites authorized by the Registrar of Cook County. The license may be used in any of the Illinois counties. **The license should be deposited with St. Luke's Clergy a minimum of three days before the ceremony.** The appropriate certificates will be signed and the completed license will be mailed to the County Clerk's office after the ceremony. Licenses are not required for public blessing of a previously held legal marriage ceremony.

### PREMARITAL COUNSELING

Premarital counseling is required by the church. Except in special instances, this will take

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place over four sessions at least a week apart at times mutually agreed to by all parties. All sessions must be completed at least 60 days prior to the ceremony. In cases where one or both potential spouses has been married before, the third session of counseling will include filling out a report for the diocese which requires evidence of legal divorce for all parties. The fourth session of pre-marital counseling will include preliminary discussion of the wedding ceremony.

### PLANNING THE CEREMONY

All ceremonies at St. Luke's are done in accordance with the Book of Common Prayer or authorized rites as approved by the Bishop of Chicago. However, within these rites there is room for creativity and special observances that are important to you. These must be planned carefully with the clergy in the fourth session of pre-marital counseling.

### MUSIC

It is our policy that the St. Luke's Organist plays for all liturgies at St. Luke's when organ music is desired. Another organist may be used, but must be approved by the Organist. In accordance with the guidelines developed by the American Guild of Organists (AGO), the standard fee (see Fees and Charges) is expected to be paid to the St. Luke's Organist, even if another musician will play. All music performed at the liturgy is planned well in advance with the organist and clergy and is subject to their approval. You will need to meet with the organist early in the planning stages and perhaps again later to choose music. Please call the church office to make an appointment.

Other musicians may be a part of the ceremony. Soloists and instrumentalists are all appropriate to a beautiful liturgy. St. Luke's can arrange for a soloist (there will be an additional fee). **Guest singers, instrumentalists, or pre-recorded music** are subject to the approval of the clergy and the Organist of this parish (whether or not the parish musician will actually take part in the service.)

The Choir of St. Luke's is an all-volunteer ensemble and, as such, is not routinely available for weddings and funerals. However, on occasion and at the discretion of the rector and choirmaster, the Choir may indeed be summoned for service. The Choir can be prepared to offer a choral introit, the singing of hymns & mass settings, 1 hymn descant, an Anglican Chant psalm, and up to 2 anthems.

### DECORATIONS

Flowers are a traditional and beautiful part of a liturgy. Your budget and tastes determine the type and amount of flowers to be displayed in the church. It is the parish custom that two large bouquets used on either side of the High Altar tabernacle are the couple's gift to the church and will remain in the church. Colors show up well at this place in the church. Additional flowers, which the couple may take away immediately after the ceremony, may be placed on the parapets at the sides of the choir steps, at the Resurrection or St. Luke's altars or at other places you may wish. Ribbons, swags, etc. are also appropriate. St. Luke's can recommend florists that we have worked with on similar arrangements or provide size guidelines to your florist. For many couples, however, inherent grandeur of St. Luke's

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precludes the need for flowers.

**The altar is reserved for Holy Communion;** no objects (flowers, unity candles, displays) may be placed on the altar. You may decorate the pews with flowers or ribbons, etc. Kneelers will be provided in the sanctuary for the couple if kneeling is desired during the service. We recommend no cloth or disposable aisle runner or extensive flower petals in the aisle as they are very slipper on the polished slate floor.

### PRINTED PROGRAMS

Some couples desire to have a printed program for the service. In this case, the officiating clergy will assist you in the planning of this leaflet. If it is to be printed by the church, it will be made up to look similar to a Sunday morning bulletin, with limited choice as to size and paper style. All information regarding content (names, musical selections, readings, etc.) must be submitted to the clergy at least two weeks before the liturgy. If you will have a leaflet, whether printed by the church or by your printer, the copies must be at the church in time for the rehearsal. It will be helpful for the officiating clergy and organist to have copies earlier than the rehearsal. Plan to have several more leaflets than the number of guests you expect to attend. Whether it is created by the church or designed by you, the program shall be reviewed by the clergy before printing.

### ALTAR GUILD

A member of the St. Luke's Altar Guild must be present for the care and handling of St. Luke's vestments and to assist with the sound system for cueing of the entry procession.

### THE REHEARSAL

All participants in the ceremony, including readers, musicians, family walking down the aisle, bridesmaids/groomsmen are expected to attend the rehearsal. If you are working with an outside wedding planner, that person is expected to attend, though the wedding officiant will run the rehearsal. The purpose of the rehearsal is to acquaint members of the liturgy party with their respective roles in the service so that the service itself may be conducted in a relaxed but worshipful manner.

The rehearsal is usually a day or two before the liturgy, beginning at 4:00PM so that you have plenty of time for dinner and time with guests. It will begin promptly and will last approximately one hour.

One usher is generally necessary for every 50 guests. Groomsmen or attendants can double as ushers, but it is helpful to have at least one usher who is not an attendant at the door during the ceremony for late arrivals.

The couple and two witnesses (usually the honor attendants) are required to sign official documents. This occurs at the rehearsal.

Please remember that the rehearsal takes place in a house of worship and proper respect for this space will be observed. Cell phones are not to be used in the church and should be turned off so they do not ring during the rehearsal. Dress may be casual if you wish.

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## FEES AND CHARGES

When you decide to have your liturgy at St. Luke's, you will be asked to sign a Fee Agreement in order that all fees and charges are clear to all. Normal fees and charges are listed below, but will be finalized after discussion and agreement with the Rector (or other St. Luke's official). All costs must be paid in advance, according to the dates listed on your Cost Agreement with St. Luke's. A \$100 deposit for the church will be required when the wedding is booked. 50% of the balance will be due 60 days out from the event. All fees must be paid in full when the license is deposited at the church office (minimum of three days in advance of the service.) If the liturgy is cancelled within two months of the date of the rehearsal, half of the deposit will be returned to you. If a cancellation occurs on the rehearsal date or planned ceremony date, no deposit shall be returned.

Wedding fees are as follows (these may be modified for individual situations):

### *Ceremony*

	<b>Pledging Members of St. Luke's</b>	<b>Others</b>
Use of Nave (capacity 350)	\$625 <sup>1</sup>	\$1,125
Use of Lady Chapel (capacity 50)	\$300 <sup>2</sup>	\$350
Officiant (including counseling)	<i>Honorarium</i>	\$800
Organist	\$450	\$450
Choir/Choirmaster	\$1,450	\$1,450
Program Leaflet	\$75	\$75

*For reception options, please see our "Meeting and Reception Rental Agreement" document*

In addition to the listed fees, all couples are encouraged to consider giving 10% of their total valued wedding gifts away to charitable organizations as a mark of God's blessing and generosity on their marriage. In the Christian tradition, this is known as a wedding tithe.

Fee schedule instructions will be provided to you with the counter-signed copy of the Record of Intent.

## OTHER THINGS TO KNOW

- Seating capacity in the St. Luke's Nave is approximately 350. There may be some restriction of pews during renovation. It is important to discuss with clergy.
- St. Luke's can provide a room (with a washroom) in which the bride and her attendants may dress, groom and groomsmen may gather, or where each member of a couple may change and gather with attendants.
- For security reasons, personal items and valuables should be entrusted to a designated person before the service begins. A friend or family member should be

<sup>1</sup> Includes \$275 fee each for sexton and administrator and \$75 fee for audio technician

<sup>2</sup> Includes \$150 fee each for sexton and parish administrator

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designated to take care of any gifts brought to the church. St. Luke's cannot be responsible for the loss or theft of any gifts, personal items, or clothing.

- Flower petals should not be strewn in the center aisle at the beginning of the service, as they can be slippery and cause stains.
- Throwing rice, confetti, birdseed, etc. after the service is strictly prohibited. Blowing bubbles is an attractive and popular alternative.
- Unity candles are not part of the Prayer Book service or Rite of Blessing.
- St. Luke's has a room furnished as a nursery and you may use this room for babies and small children if needed. However, we are not in a position to offer nursery care or attendants.
- The nave and chancel of St. Luke's are supplied with an amplification system. A lavalier microphone and a hand-held microphone are available. The lectern (from where the scripture lessons are read) and pulpit are equipped with microphones.
- Be aware that St. Luke's is **not air conditioned** and can be very hot at times during the summer.
- St. Luke's is a non-smoking building.

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**Record of Intent**

We \_\_\_\_\_ and \_\_\_\_\_ have met

with clergy of St. Luke's \_\_\_\_\_

and have discussed and consented to the Guidelines for Weddings and Blessing of a Civil Union at St. Luke's Church.

We submit a deposit of \_\_\_\_\_ to reserve the church for a liturgy on \_\_\_\_\_, and understand there are terms which may lead to the forfeiture of some or all of our deposit.

We understand that preparation may be made with one clergy person, but circumstances may necessitate a different clergy person performing our wedding.

Bride's/Partner A's signature \_\_\_\_\_

Groom's/Partner B's signature \_\_\_\_\_

St. Luke's clergy signature \_\_\_\_\_

Date \_\_\_\_\_

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***Ceremony Form for Liturgy at St. Luke's***

***To be completed in fourth counseling session unless otherwise specified***

Partner A Full Name \_\_\_\_\_  
Address \_\_\_\_\_ email: \_\_\_\_\_  
Telephone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Partner B Full Name \_\_\_\_\_  
Address \_\_\_\_\_ email: \_\_\_\_\_  
Telephone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Date of Liturgy \_\_\_\_\_ Time \_\_\_\_\_ Date  
of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_  
Officiant \_\_\_\_\_ Phone \_\_\_\_\_

Organist \_\_\_\_\_ Phone \_\_\_\_\_ Other  
musicians \_\_\_\_\_ Phone \_\_\_\_\_  
Number in liturgy party (Partner A attendants) \_\_\_\_\_ (Partner B attendants) \_\_\_\_\_  
(others) \_\_\_\_\_

Full names of witnesses \_\_\_\_\_

Full names (and role) of other attendants \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Holy Eucharist? \_\_\_\_\_ Number of Chalice Bearers \_\_\_\_\_  
Number and/or Names of Acolytes \_\_\_\_\_  
\_\_\_\_\_

Do you prefer bread or wafers? \_\_\_\_\_  
Location (High Altar) \_\_\_\_\_ (Lady Chapel) \_\_\_\_\_ (Nave Altar) \_\_\_\_\_ Color of Altar Coverings:  
white \_\_\_\_\_ gold \_\_\_\_\_ other \_\_\_\_\_

Scripture Readings: First Lesson \_\_\_\_\_ (Reader) \_\_\_\_\_ Second  
Lesson \_\_\_\_\_ (Reader) \_\_\_\_\_ Gospel  
Lesson \_\_\_\_\_

Reader of Prayers \_\_\_\_\_  
Names of those bringing bread and wine forward at Offertory: \_\_\_\_\_

Music Information:(in consultation with the Organist)  
Prelude \_\_\_\_\_  
Processional \_\_\_\_\_ Hymns \_\_\_\_\_  
Solos or Instrumental pieces \_\_\_\_\_  
Recessional \_\_\_\_\_ Other \_\_\_\_\_

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*Other Liturgical Information*

\_\_\_\_\_

Date partner A joined St. Luke's (if applicable) \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of Baptism \_\_\_\_\_

Date of Confirmation/Reception into Episcopal Church \_\_\_\_\_

Unmarried \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_ (if divorced, date finalized) \_\_\_\_\_

Number of this marriage: for Partner A \_\_\_\_\_ for Partner B \_\_\_\_\_

Number of this blessing of civil union: for partner A \_\_\_\_\_ for partner B \_\_\_\_\_

Partner A's father's full name \_\_\_\_\_ is father living? \_\_\_\_\_

Partner A's mother's

full name \_\_\_\_\_ is mother living? \_\_\_\_\_

Date partner B joined St. Luke's (if applicable) \_\_\_\_\_

Date of birth \_\_\_\_\_ Date of Baptism \_\_\_\_\_

Date of Confirmation/Reception into Episcopal Church \_\_\_\_\_

Unmarried \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_ (if divorced, date finalized) \_\_\_\_\_

Partner B's father's full name \_\_\_\_\_ is father living? \_\_\_\_\_

Partner B's mother's full name \_\_\_\_\_ is mother living? \_\_\_\_\_

Will bulletin be prepared by St. Luke's Staff? \_\_\_\_\_ Printed at St. Luke's? \_\_\_\_\_

Additional information for Sexton/Set-up \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Information for Altar Guild \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Florist \_\_\_\_\_ (Phone) \_\_\_\_\_

Desired Time to Deliver/Set up Flowers on liturgy day \_\_\_\_\_

Photographer \_\_\_\_\_ (Phone) \_\_\_\_\_ Have

you given the photographer a copy of our "Photography Guidelines" \_\_\_\_\_

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*Address after marriage/civil union* \_\_\_\_\_

*Phone number after marriage/civil union* \_

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**St. Luke's Church  
POLICY FOR WEDDING PHOTOGRAPHY & VIDEOGRAPHY**

St. Luke's Church is beautiful as a setting for photography, with its colorful stained glass and its dignified appointments. Couples naturally like to have pictures of their special occasion. St. Luke's asks that you be aware of the following guidelines for photography in the church. It is imperative that these policies be communicated to your photographer before engaging his or her services, and a copy will be given to you to pass along to the photographer you choose.

Because liturgy is a sacrament and the ceremony is a worship service, an atmosphere of reverence and a focus on prayer is kept. **No flash pictures may be taken during the service and movement with photographic equipment must be kept to a minimum.** The photographer (or other guests with cameras) may not step into the center aisle during the ceremony and no climbing on pews, etc. at any time is allowed. During the ceremony, photographs and video-tape recordings may be taken only from the rear of the church, or from a pre-arranged position at the side, and without flash or additional lighting. Corridors to the side of the sanctuary may be used by photographers.

**If there is a Eucharist or homily/sermon, all audio recording equipment must be turned off during these two sections of the service. The officiant will use St. Luke's audio equipment only.**

Photographs may be taken in the church (either posed or casual) beginning one and a half hours before the service starts and concluding thirty minutes prior to the ceremony, and/or for 45 minutes immediately following the service. Clergy are usually available only immediately after the ceremony, if it is your wish that clergy be included in the photographs. The couple is asked to please make plans with the staff in advance if they plan to use the church before and/or after the ceremony for photography. Please be aware that there may be several activities scheduled in the church on any given day, and all time needed for your liturgy must be planned in advance with the church staff.

*I have read the above agreement and consent to its terms in full*

Partner A \_\_\_\_\_ Date:

Partner B: \_\_\_\_\_ Date:

Photographer \_\_\_\_\_ Date:

Videographer: \_\_\_\_\_ Date:

Please submit fully executed form via PDF to St. Luke's official