

Grace Episcopal Church  
924 Lake Street, Oak Park, Illinois 60301  
708 – 386 – 8036  
[www.graceoakpark.org](http://www.graceoakpark.org)  
Wedding Coordinator: Alison Nelson  
[Anelson572@aol.com](mailto:Anelson572@aol.com); 708-366-7170

## WEDDING INFORMATION

### Qualifications for a Ceremony at Grace Church:

The *Book of Common Prayer, 1979* introduces the qualifications on p. 422:

*Christian marriage is a solemn and public covenant between a man and a woman in the presence of God. In the Episcopal Church it is required that one, at least, of the parties must be a baptized Christian; that the ceremony be attested by at least two witnesses; and that the marriage conform to the laws of the State and the canons of this Church.*

The following information applied to those wishing to be joined by Episcopal clergy:

- Episcopal Church canons require that the Declaration of Intention be signed by both parties at the time of application.
- If one person is of another denomination, and wishes this marriage to be recognized in his/her Church, that partner should check with the clergy of his/her Church for appropriate guidelines and procedures.

Divorced persons may be married in the Episcopal Church, provided that they meet the above criteria AND that their previous marriage has been declared terminated or annulled by the diocesan bishop. To obtain this Declaration of Termination, an application must be submitted, with the priest's recommendation, to the Bishop of the Diocese of Chicago. Grace Church clergy will supply the application form.

Grace Episcopal Church  
924 Lake Street, Oak Park, Illinois 60301  
708 – 386 – 8036  
[www.graceoakpark.org](http://www.graceoakpark.org)  
Wedding Coordinator: Alison Nelson  
[Anelson572@aol.com](mailto:Anelson572@aol.com); 708-366-7170

**SCHEDULING:**

A date may be scheduled only with the church administrator's or rector's approval. Ceremonies presided over by Grace clergy may be postponed or canceled if, in the course of pre-marital counseling, the presider determines such action to be necessary.

For parishioners or those being married by clergy of Grace, canons of the Episcopal Church require pre-marital counseling before a wedding can be performed. Typically 3 to 4 sessions of at least an hour in duration each are required. Therefore, no date will be *final* until this has been accomplished.

Dates will be reserved on a first-come-first-served basis. Priority will be given to pledging members of the Grace community.

The following holidays will NOT be available for weddings: Thanksgiving weekend, the week of Christmas and New Year's, and from the Friday before Palm Sunday through Easter. For weddings scheduled on other holiday weekends—Memorial Day, Independence Day, Labor Day, Columbus Day—the clergy, wedding coordinator and organist fees will be higher (see fee schedule).

Couples are encouraged to schedule their weddings between 11 a.m. and 3:00 p.m. on Saturdays. Weddings set later in the day or on Sundays are generally not permitted. **If you are planning a summer wedding, keep in mind that Grace Church is not air-conditioned; a morning wedding may be a cooler option.**

Grace Episcopal Church  
924 Lake Street, Oak Park, Illinois 60301  
708 – 386 – 8036  
[www.graceoakpark.org](http://www.graceoakpark.org)  
Wedding Coordinator: Alison Nelson  
[Anelson572@aol.com](mailto:Anelson572@aol.com); 708-366-7170

## **NEARING THE BIG DAY**

### **The Marriage License**

Because marriage is both a civil as well as a sacramental act, a marriage license from the State of Illinois must be secured before a ceremony can be performed in Grace Church. You must apply for your license in the County Building at 118 N. Clark St. in Chicago; or at the County Clerk's District Office located in the District Court Building on First Avenue in Maywood (2-1/2 blocks north of the Eisenhower Expressway). Even though you may reside in a different state, you must obtain your license from Cook County, Illinois in order to be married in Grace Church.

You will be required to provide either a driver's license, state ID or passport for identification purposes. You may pick up your license when you apply for it, but it cannot be used until the next day. However, the license is valid for 60 days, so you need not wait until the week of your wedding to attend to this essential detail. The officiating clergy person completes the license. Grace can provide you with a photocopy of your completed license if you wish, but it will not be a certified legal copy. Requests for this should be made directly to the Bureau of Vital Statistics, 118 N. Clark St., Chicago, IL 60602.

## **FACILITIES**

- The church can be open a maximum of two hours prior to the ceremony.
- Rooms are available for the bride/groom/attendants to dress.
- These rooms must be cleaned up by the bridal party after use.
- The church has a seating capacity of 350.
- We welcome the assistance of Wedding Planners employed by the couple, but respectfully remind you that Grace Church and its

Grace Episcopal Church  
924 Lake Street, Oak Park, Illinois 60301  
708 – 386 – 8036  
[www.graceoakpark.org](http://www.graceoakpark.org)  
Wedding Coordinator: Alison Nelson  
[Anelson572@aol.com](mailto:Anelson572@aol.com); 708-366-7170

representatives have the final authority on the details of the rehearsal, ceremony, and use of the facilities.

- All couples, including parishioners, will be charged a cleaning fee of \$75 to cover the cost of cleaning after your ceremony.

### **CANDLES**

- Are not permitted in pews or in an aisle or exit due to fire regulations.
- Grace Church provides candles for use on the altar.
- Couples are required to bring their own DRIPLESS candles for candelabra they bring or borrow from Grace Church. There is one pair of brass candelabra (3 candles each) available to borrow from Grace.

**AISLE RUNNERS** are not permitted under any circumstances.

### **ALTAR**

- Ceremonies taking place during the months of June, July and August will use a free-standing altar at the crossing of the sanctuary (the area between the pews and the choir stalls).
- Ceremonies taking place at all other times may use the high altar or the free-standing altar at the crossing.

### **FLOWERS**

- May be placed on the high altar, the parapet, or the floor.
- The couple or their florist is responsible for the disposal of the flowers following the ceremony.
- If the flowers will be donated for the use of the church, the wedding coordinator should be informed two weeks in advance.

Grace Episcopal Church  
924 Lake Street, Oak Park, Illinois 60301  
708 – 386 – 8036  
[www.graceoakpark.org](http://www.graceoakpark.org)  
Wedding Coordinator: Alison Nelson  
[Anelson572@aol.com](mailto:Anelson572@aol.com); 708-366-7170

## PHOTOGRAPHY & VIDEOGRAPHY

We want you to have a wonderful photographic and/or videographic record of this special day... within a framework appropriate to the celebration of a sacrament.

- We encourage families and the wedding party to take formal photos in the Church, Parish Hall, or on the lawn *prior* to the arrival of the guests.
- Photographers must restrict themselves to 90 minutes prior to the start of the service, and must coordinate their arrival and set-up with the Wedding Coordinator.
- For photography purposes, the Church will remain open for 45 minutes after the *scheduled* start time for your service. At the end of this time, your party must depart as the church will be closed. Therefore it is in your best interest to ensure that your wedding begins on time.

*The following guidelines apply to Episcopal ceremonies:*

- The photographer may take flash photos during the entrance and exit processions only from the back of the church. Any photos taken during the ceremony must use available light.
- NO flash photographs may be taken during the service.
- Videographers must avoid distracting movement, noise, or the use of additional lights or microphones. The videographer may stand in the back of the church or the east or west aisles only.

Grace Episcopal Church  
924 Lake Street, Oak Park, Illinois 60301  
708 – 386 – 8036  
[www.graceoakpark.org](http://www.graceoakpark.org)  
Wedding Coordinator: Alison Nelson  
[Anelson572@aol.com](mailto:Anelson572@aol.com); 708-366-7170

- Grace Church is not responsible for photographic equipment damaged, lost, or stolen.

## CELL PHONES

- Cell phones disrupt our sound system a great deal.
- Guests should be informed that they must *completely* turn off all electronic devices during the service.

## MUSIC

- Music for your service should be coordinated with Grace Parish Musician Dennis Northway (708-386-8036 x12) or [denden1958@runbox.com](mailto:denden1958@runbox.com). If you wish to bring your own musicians this must be discussed with Dennis, under which circumstances he will receive a portion of his usual fee.
- Dennis Northway is the organist or supplier of musicians for all weddings at Grace Church unless other arrangements are made. If he cannot play for your wedding he can supply you with a comparable substitute. If the Church supplies your soloist and/or additional musicians, fees will be quoted for performance and rehearsal times.
- Should your musicians require extra time to coordinate our sound system for recorded or live amplified music, an additional fee will be quoted for the services of the Sound Coordinator.
- Following the service, the carillon can be played as newly married couple and guests leave the church. There is a chimer fee of \$50 for this service.

Grace Episcopal Church  
924 Lake Street, Oak Park, Illinois 60301  
708 – 386 – 8036  
[www.graceoakpark.org](http://www.graceoakpark.org)  
Wedding Coordinator: Alison Nelson  
[Anelson572@aol.com](mailto:Anelson572@aol.com); 708-366-7170

## **PROGRAMS/SERVICE BULLETINS**

We can provide samples of wedding programs or service bulletins, but Grace Church does not provide layout or printing services. The presiding clergy for your ceremony must review and provide final approval for any bulletin. It is helpful to assign a specific person or persons to be responsible for distributing programs or bulletins as your guests arrive.

## **THE SERVICE**

- Your officiant (minister) will help you plan the service. You may arrange to have your serviced officiated by the rector of Grace Church or, with the rector's approval, use another minister of your choice.
- The Episcopal service for the Sacrament of Marriage can be found on page 423 of the Book of Common Prayer which can be found online at <http://justus.anglican.org/resources/bcp/marriage.pdf>. The service usually consists of Hebrew scripture (Old Testament) and New Testament readings, a Gospel reading, a short homily, the exchange of the vows and rings, and a blessing of the couple. Holy Communion is often celebrated during the service.

## **(HEBREW) OLD TESTAMENT LESSON CHOICES**

- Genesis 1:26-28 (Male and female God created them)
- Genesis 2:4-9, 15-29 (A man cleaves to his wife and they become one flesh)
- Song of Solomon 2:10-13, 8:6-7 (Many waters cannot quench love)
- Tobit 8:5b-8 (New English Bible: That she and I may grow old together)

Grace Episcopal Church  
924 Lake Street, Oak Park, Illinois 60301  
708 – 386 – 8036  
[www.graceoakpark.org](http://www.graceoakpark.org)  
Wedding Coordinator: Alison Nelson  
[Anelson572@aol.com](mailto:Anelson572@aol.com); 708-366-7170

### **NEW TESTAMENT LESSON CHOICES**

- 1 Corinthians 13:1-13 (Love is patient and kind)
- Ephesians 3:14-19 (The Father from whom every family is named)
- Ephesians 5:1-2, 21-33 (Walk in love, as Christ loved us)
- Colossians 3:12-17 (Love which binds everything together in harmony)
- 1 John 4:7-16 (Let us love one another for love is of God)

### **PSALM CHOICES**

Between the two readings a psalm can be said / sung or a hymn or anthem used:

- Psalm 67
- Psalm 127
- Psalm 128
- Alternately, a hymn or anthem can be used.

### **GOSPEL LESSON CHOICES**

If Communion is celebrated, a Gospel reading is used. The Gospel lesson choices are as follows:

- Matthew 5:1-10 (The Beatitudes)
- Matthew 5:13-16 (You are the light ... Let your light so shine)
- Matthew 7:21, 24-29 (Like a wise man who built his house upon the rock)
- Mark 10:6-9, 13-16 (They are no longer two but one)
- John 15:9-12 (Love one another as I have loved you)

### **OTHER TRADITIONS**

We welcome services of other traditions. Please note that for Episcopal services:

- Unity candles are not permitted.

Grace Episcopal Church  
 924 Lake Street, Oak Park, Illinois 60301  
 708 – 386 – 8036

[www.graceoakpark.org](http://www.graceoakpark.org)

Wedding Coordinator: Alison Nelson  
[Anelson572@aol.com](mailto:Anelson572@aol.com); 708-366-7170

- Grace Church uses the NRSV version of the Bible. Any other Bible translation must be approved by the officiant.
- A service other than the one found in the Book of Common Prayer (1979) must be approved by the Grace Church Rector.

SUMMARY OF FEES

*Wedding fees contribute to the maintenance of our facilities.*

<u>NON-MEMBERS or NON-PLEDGING MEMBERS</u>	<u>PLEDGING MEMBERS OF GRACE (Having pledged for 12 mos.)</u>
\$1000 facilities use fee	\$0 facilities use fee
\$75 Premises Cleaning fee	\$75 Premises Cleaning fee
\$250 Wedding Coordinator fee*	\$250 Wedding Coordinator fee*
\$150 Sound System fee (optional)	\$150 Sound System fee (optional)
\$250 Organist fee*	\$0 Organist fee (unless substitute organist is used)
\$250 Clergy fee*	\$0 Clergy fee (Donations to discretionary funds are accepted)
\$50 Chimer Fee (optional)	\$50 Chimer Fee (optional)
Soloist or other musician fees TBD	Soloist or other musician fees TBD

\* for weddings scheduled on holiday weekends—Memorial Day, Independence Day, Labor Day, Columbus Day—the clergy, wedding coordinator and organist fees will be \$300.

For parishioners or those being married by Grace clergy, there may be a fee for pre-marital counseling with an outside therapist (generally \$250). This fee should be paid directly to the therapist. The clergy will give you further information about pre-marital counseling.

Grace Episcopal Church  
924 Lake Street, Oak Park, Illinois 60301  
708 – 386 – 8036  
[www.graceoakpark.org](http://www.graceoakpark.org)  
Wedding Coordinator: Alison Nelson  
[Anelson572@aol.com](mailto:Anelson572@aol.com); 708-366-7170

- Facilities use and Cleaning fees can be combined into a single check made payable to Grace Church.
- Separate checks should be made payable to the organist, wedding coordinator, chimer and sound coordinator
- A separate check should be made payable to the clergy officiating your service
- ***ALL CHECKS must be given to the Wedding Coordinator or mailed to Grace Church no later than 2 weeks prior to your ceremony***

## IMPORTANT DEADLINES:

**Date of Wedding and Rehearsal finalized: UPON WRITTEN APPROVAL BY GRACE CHURCH CLERGY AND UPON RECEIPT OF \$250 DEPOSIT PAYABLE BY CHECK TO Grace Episcopal Church. No wedding will be officially added to the Grace Episcopal Church calendar without the required deposit.**

**Wedding Coordination Form (8 pages) Returned to Church: 6 WEEKS PRIOR TO WEDDING**

**Music Selections / Musicians finalized: 4 WEEKS PRIOR TO WEDDING**

**\$250 Deposit Due: UPON APPROVAL OF WEDDING DATE**

**Balance of Fees Due: 2 WEEKS PRIOR TO WEDDING. Fees must be payable by check to:**

- Grace Church for balance of facilities use fee (minus deposit)
- Dr. Dennis Northway (or other appointed musician/s).
- Wedding Coordinator (Alison Nelson)
- Sound Coordinator or Chimer if used

Grace Episcopal Church  
924 Lake Street, Oak Park, Illinois 60301  
708 – 386 – 8036  
[www.graceoakpark.org](http://www.graceoakpark.org)  
Wedding Coordinator: Alison Nelson  
[Anelson572@aol.com](mailto:Anelson572@aol.com); 708-366-7170

## GRACE CHURCH CONTACT INFORMATION:

*Note: Initial inquiries, requests for tours of the space, and all questions should be directed to the Wedding Coordinator. For those couples wishing to be married by Grace Church clergy or to explore membership at Grace Church, the Wedding Coordinator will arrange a meeting with the rector.*

Alison Nelson, Wedding Coordinator

708-386-8036 x. 35 (at church)

708-366-7170 (at home)

[anelson572@aol.com](mailto:anelson572@aol.com)

Shawn Schreiner, Rector

708-386-8036 x. 14

[shawnschreiner@sbcglobal.net](mailto:shawnschreiner@sbcglobal.net)

Dennis Northway, Parish Musician

708-386-8036 x. 12

[denden1958@runbox.com](mailto:denden1958@runbox.com)