

Dear Prospective Wedding Couple:

Thank you for your inquiry about holding your wedding at King's Chapel. We hope that the attached guidelines will be helpful to you.

**HISTORY:**

King's Chapel since its founding has been the scene of hundreds of weddings. In fact, King's Chapel's first minister, the Reverend Robert Ratcliffe, celebrated New England's first wedding on May 18, 1686, three days after his arrival in Boston.

**THE SERVICE:**

Our wedding service, found in the Prayerbook, comes out of the Anglican tradition. When you meet with the minister, he or she will review the service with you and your fiancé/ee, using an outline, which you may take home for planning your wedding. Alterations to the service are possible in consultation with the minister.

**CLERGY:**

One of our ministers meet with you before the ceremony in order to become acquainted with you to make a joint decision as to whether a wedding at King's Chapel is appropriate, and to discuss the wedding service. If after the first interview either you or the minister feels uncertain about proceeding further, either of you is free to withdraw.

As King's Chapel is a parish church and not a wedding chapel, we do not permit justices of the peace to preside at weddings. We also require that our ministers co-officiate when other clergy are involved at a wedding. To arrange this, you must speak to one of our ministers before making decisions about officiants.

We encourage you to attend at least two Sunday services at King's Chapel, which are at 11:00 a.m., to get acquainted with our liturgy and the church. Additionally, it is recommended that six months after the wedding, you meet with the minister to review the first half-year of your married life. This may also help you think about your life ahead as a married couple.

**SPACE:**

In addition to the church, there is a smaller space, The Little Chapel, at our Parish House at 64 Beacon Street, Boston. This smaller, less formal chapel can be used for weddings of up to about 30 guests. Fees for this space are calculated in consultation with the minister and wedding coordinator.

**MUSIC:**

One of the King's Chapel organists can be available to play at your wedding if you choose. The King's Chapel Director of Music, Heinrich Christensen, must approve use of the organ by an outside organist. Once you have selected an organist, you should contact that person to arrange the music and any other musical details.

**SCHEDULING:**

In scheduling weddings we hope that couples will understand that parish activities take priority on our calendar. As a rule no weddings can be confirmed more than 12 months, and in some seasons six months, in advance. No weddings are scheduled on Sundays before 2 p.m. and we encourage you to plan Saturday weddings for after 4:30 p.m. due to our yearlong, active visitors program.

**PROCESS:**

- Application: The enclosed application should be completed and returned to the church office. No action will be taken on a request for a wedding at King's Chapel until we receive your application.
- Meeting: The application will be reviewed by one of our ministers and he or she will contact you to schedule an appointment to meet with you.
- Date Held: Once your application is received the date requested will be tentatively held for you. No other couple may have that date. **However, the date is confirmed only after the meeting with the minister who will perform the ceremony.**
- Confirmation: After the meeting with the minister, you will receive written confirmation from me indicating that your wedding date is on our calendar. This will be accompanied by a request for the initial fees. The date is finalized upon payment of the fee for the use of the building.

Part of the service I provide is support you during the planning period, and to be present at the rehearsal and the wedding to assist with logistics and details. Enclosed with this letter is a copy of "The Guidelines for the Use of King's Chapel," a fee schedule, and an application form. If you have any further questions please contact King's Chapel at 617/227-2155 or kingschapelwedding@msn.com. I look forward to hearing from you.

Sincerely yours,

Louise Perkins  
Wedding Coordinator

## ✕ WEDDING GUIDELINES FOR KING'S CHAPEL ✕

### SEATING

The layout of our colonial box pews and the placement of our reading desk and pulpit makes it difficult to seat more than 225 people on the first floor of the church where they can get a clear view of the chancel. We recommend first filling the pews on the right side of the church, then the back left side to the middle of that section. However, the galleries all have good sightlines so if you have more than 225 guests, the galleries can also be used. Enclosed is a church floor plan.

King's Chapel was built in 1754 but it is considered partially handicapped-accessible. We have done our best to make the floor of the sanctuary wheelchair accessible. There is one very low but negotiable step in from the sidewalk. The doors to most of the box pews are not wide enough to accommodate a wheelchair, but there is one pew which will accommodate a wheel chair. The verger will assist your ushers in seating your disabled guests.

### DECORATIONS IN THE CHURCH

**Chancel Flowers:** Flowers may be set on the Communion Table, which is set with two tall candles, one at each end. The space available between them is approximately four feet (4') wide and flowers may be arranged in the center, either in a single bouquet or in two smaller twin vases. The maximum height for any arrangement on the table is thirty inches (30") from the **base** of the container. Flowers must be arranged so they do not touch the woodwork or the lettered tablets behind the table.

**Other Flowers:** Freestanding arrangements may be placed on the window ledges and on the pedestals of the double columns. At no time may any tape, tacks, wire, cord, plastic clips or nails be used on the pews, columns or any other woodwork.

**Candles:** In addition to the two candles on the Communion Table, a pair of wrought iron candelabra is available on request. Each holds seven candles and is placed at either side of the Communion Table behind the communion rail.

**The Cross:** Under no circumstances may the cross be removed from the chancel or obstructed from view.

**Carpet:** An antique red carpet, part of the 19th Century furnishings of the Chapel, will be laid in the center aisle for your wedding.

**Rice, Rose Petals, Bird Seed:** Absolutely no items can be used to shower the bridal party either entering or leaving the church.

## PHOTOGRAPHY

Flash photographs can be taken from the back of the church as the bride is going down the aisle before the service and as the couple comes back up the aisle after the service. Since your wedding ceremony is a religious service **we do not allow flash photography or supplementary lighting during the service.**

Posed photographs may be taken in the chancel immediately following the ceremony. No more than thirty (30 minutes) can be allowed for this session.

All other photography, including videotaping, must be discreet and unobtrusive. In order to avoid embarrassment or misunderstanding on the day of your wedding, we ask that you please **make certain that your photographer and those attending the wedding understand this request well in advance.**

## MUSIC

Music will be an important part of your service. Our organ was designed according to 18th Century principles and complements the architecture of King's Chapel. Your organist can help you plan music in keeping with the service and appropriate to our organ. You are also welcome to have other instruments appropriate to the setting such as strings, harpsichord or trumpets at your service.

If you wish to have a soloist perform during your ceremony, your organist will be able to make suggestions regarding performers and repertoire. Members of the King's Chapel Choir and other professional singers from the community can be contracted. Please see the fee schedule for costs.

In keeping with our traditions and setting we cannot allow orchestral, instrumental, piano or vocal transcriptions, dance tunes, pop, or rock music, music from musicals, movies or Broadway shows to be performed at services. King's Chapel does not have a piano. Electronic keyboards, amplification and taped music are also not allowed.

## PARKING AND POLICE DETAILS

Parking after 4:00 p.m. at reduced rates may be arranged with the One Beacon Street garage diagonally across from the church and entered from Tremont Street. To make arrangement for this, call them at (617) 227-7220.

Because Tremont Street is a major thoroughfare, if you are planning a large wedding, you might wish to engage a special detail policeman to be stationed at the front of the church to facilitate the entrance and departure of your guests. Contact the special detail department of the Boston Police at the New Sudbury Street Station. Their number is (617) 343-4239. Be sure to call the day before the wedding to confirm the detail. **Please give them your home address so that they may bill you directly.** King's Chapel does not pay for this service.

**DRESSING  
ROOMS AND  
REST ROOMS**

There is no space at King's Chapel for pre-service dressing. Wedding parties are expected to arrive fully coiffed and dressed for the ceremony. Our rest rooms are difficult to reach and are not available to the congregation. In an emergency the vergers will assist your guest.

**OUT OF STATE  
MINISTERS**

If the presiding minister comes from outside the Commonwealth of Massachusetts, he or she must obtain permission to marry within the state by writing: The Secretary of State's Office, Public Records Division, One Ashburton Place, Room 1719, Boston, MA 02108.

The Public Records Office will send an application to the minister which must be filled out and returned. Once this application form is approved, the Records Division will send your minister a certificate of permission to marry in Massachusetts, which should be filed with the marriage license in the appropriate town hall immediately following the wedding. The Public Records Office phone number is (617) 727-2836.

**PAYMENT OF  
FEES**

The fee for the use of the church is due on receipt of the letter confirming your wedding date. Confirmation is not considered final until these fees are received. The fees for the minister and organist are due at the rehearsal. See the fee schedule for details. If there is a case of financial hardship, the minister will be glad to discuss—and possibly adjust—some of the fees. Under most circumstances, if the couple cancels the wedding after the date has been confirmed, \$100 of the church fee is nonrefundable.

❖ Schedule of Fees for Weddings at King's Chapel, Boston ❖  
2010

Fee:	For:	Amount:	When Due:
Use of Church	King's Chapel	\$1800 - includes \$125 for the Verger and \$400 for the wedding coordinator	Send upon confirmation of the wedding.
Minister	<input type="checkbox"/> Dianne Arakawa <input type="checkbox"/> TBA	\$450	At the rehearsal.
Organist	Heinrich Christensen	\$350 (with rehearsal) \$250 (w/o rehearsal)	At the rehearsal.
Soloist		\$75-\$125	Give to Wedding Coordinator before the service begins.
Instrumentalist		\$100-\$175	Give to Wedding Coordinator before the service begins.

❖ Schedule of Fees for Weddings at The Little Chapel, 64 Beacon Street ❖

Fee:	For:	Amount:	When Due:
Use of Little Chapel, 64 Beacon Street	Little Chapel	\$500 - includes \$100 for the Verger	Send upon confirmation of the wedding.
Wedding Coordinator	Little Chapel only (over 20 guests)	\$100	At the service.

Please do not send any payments until you have received a confirmation notice with further instructions.