

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. Please review the Guidelines for the Use of King's Chapel and the Schedule of Fees before completing the Wedding Application form. If you have any further questions, contact Julina Rundberg at julina@kings-chapel.org. We look forward to working with 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 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 50 guests. Please refer to the Wedding Fee for its applicable fees.

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 make arrangements and for 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 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.

WEDDING COORDINATOR:

Included in the building fee is a vergger and a wedding coordinator. The Wedding Coordinator's goal is to support you during the planning period, answer questions related to the use of King's Chapel for your wedding (e.g. photography, decorations, etc.), to be present at the rehearsal, and again at the wedding to assist with day-of logistics and details.

PROCESS:

- *Application:* Please complete the application by clicking on Wedding Application. No action will be taken on a request for a wedding at King's Chapel until we receive your online application.
- *Meeting:* Your application will be reviewed by our minister and she will contact you to schedule an appointment to meet with you. This meeting is usually scheduled within two weeks from when we receive your application
- *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 your having met with the minister who will perform the ceremony and payment is received.
- *Confirmation:* After the meeting with the minister, you will receive a letter from our Wedding Coordinator, indicating that your wedding date is tentatively on our calendar and request payment. The date is confirmed, and no longer tentative, only upon receipt of payment of the wedding fee by the Parish Administrator (administrator@kings-chapel.org). Please refer to the Wedding Fee Sheet for more information on fees associated with weddings at King's Chapel.

Sincerely yours,

Julina Rundberg
Parish Administrator