

# St John's College, Cambridge, CB2 1TP

## Application for permission to hold a service of prayer and thanksgiving in the College Chapel after a civil marriage ceremony or to hold a renewal of Vows Service

Please use every care when filling it in (please use block capitals and underline surnames). Information collected here will be used to update your college profile. This will only be passed to those parties needing this information. More details about the College's Data Protection Policy please go to [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk).

Please note that until Council has approved your application no booking is confirmed.

Full name of person 1
Date of Birth
Nationality of the person 1:
Occupation
College status, if applicable (e.g. Matric. and date, B.A./M.A. and date, and if not in residence when residence finished) Tutor at St John's (if Applicable):

Full name of person 2
Date of Birth
Nationality of the person 2:
Occupation
College status, if applicable (e.g. Matric. and date, B.A./M.A. and date, and if not in residence when residence finished) Tutor at St John's (if Applicable):

Has each been baptised?	Person 1	Person 2
Proposed date and time of the Service of prayer and thanksgiving		
Date of Civil Wedding:		
Proposed Minister	Has their agreement been obtained ?	
Address of couple	Contact telephone number and e-mail of both person 1 and 2	

## Additional requirements

Is use of organ requested ?	Yes	No	(see note 2)
Is a choir to be used?	Yes	No	Please give details (see note 3)
Do you wish to use any additional instruments?	Yes	No	Please give details
Will you be having flowers in Chapel?	Yes	No	Please give details of florist (See note 9)
Will you be requiring an audio CD of the service?	Yes	No	(See note 7)
Will you be videoing the service?	Yes	No	(See note 8)

Please complete Page 1 & 2 and return this to the Chapel Clerk

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We appreciate that you may not have finalised all your arrangements  
and that Page 2 may change as your plans begin to take shape.  
Please notify us of any alterations you may make.

The Dean, The Rev'd Canon Mark Oakley  
mdo26@cam.ac.uk

The Chaplain, The Rev'd Andrew Hammond  
ach71@cam.ac.uk

**St John's College, Cambridge**  
**A service of prayer and thanksgiving in the College Chapel after a civil marriage ceremony**  
**or to hold a renewal of Vows**

Couples are asked to contact the Clergy first to agree a date for their Service of prayer and thanksgiving following a civil ceremony (this also includes renewal of vows).

The following notes on the procedures for a service in the College Chapel helpful in planning their ceremony.

The following will be charged for a Service of prayer and thanksgiving in Chapel

Service Fee for Resident Members of College (Fellows, Students) and Staff	n/a
Service Fee for Non-resident Members of the College, and the children of Fellows	£300
Facilities fee for video recordings at ceremonies	£130
[Clergy Fee (as laid out by the Church of England Parochial Fees)]	£229 (see note 1)]

As we are aware that planning a ceremony can be confusing, we wish to assist by laying out the procedure of relating to booking the Chapel for your Ceremony:

- Contact the Chapel Clerk to verify the date (01223 338676)
- Once a date has been confirmed, the application form should be completed and sent to the Chapel Clerk
- The College Clergy will look at, to approve, the application.
- The Application is sent to the College Council for formal approval.
- Once formal approval has been received, the couple will be notified
- At this point the couple may now confirm reception venues, etc.
- A member of the College Clergy will contact the couple to arrange a first meeting.

## **1. Clergy**

In accordance to the Standing Orders of the College the officiant at a marriage or a service of prayer and thanksgiving in the Chapel shall be the Dean or a person authorised by the Dean. Should neither the Dean or the Chaplain be available, then the Dean will appoint a clergy person to officiate and a fee may be charged by the member of clergy direct to the couple in line with the Diocesan Board of Finance fee listed on the Church of England Parochial Fees at the time of the ceremony.

Members of clergy requested to participate in the ceremony by the couple must be granted permission by the Dean.

## **2. Organist**

It is customary for a College Organ Student to be asked to play for your Ceremony, if you are wishing for the Organ to be used, please indicate this on the form. The Choir Administrator, Miss Caroline Marks, will contact you about three months prior to your Ceremony, and she will put you in touch with the prospective Organist. The Organist would be very happy to meet with you and discuss any ideas or special requests you may have.

The Organist's fees, payable direct to the Organist, are as follows:

Playing the Organ only	£175 + expenses
	£250 + expenses (when an audio recording is made)
	£325 + expenses (when a video recording is made)

There may be an extra charge of £70 if particular items of music are requested which require additional rehearsal time

Playing the Organ and conducting a Choir	£300 + expenses
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Very occasionally the Director of Music will give permission for guest organists to play. As a minimum, they will be required to hold FRCO or ARCO qualifications and must be known to the Director of Music, or provide references from another College or Cathedral Director of Music. To save embarrassment, such permission should be obtained before confirming arrangements with an external Organist.

### 3. **Choir**

Owing to diary pressures, the College Choir is only available to sing for the Ceremonies of current Fellows of the College. However the Gents of St John's (the Lower Voices of the Choir) may be available to sing, adding female sopranos to the choir if necessary. For further information on availability and fees, please contact the Manager of the Gents of St John's by e-mail at [manager@gentlemenofstjohns.co.uk](mailto:manager@gentlemenofstjohns.co.uk)

### 4. **Pre-recorded music**

If you require pre-recorded music to be used during the service, you must first check with the Minister that the music is appropriate for the setting. Prior to the service you are responsible for downloading the music onto a MP3 player or Phone that can be used. The Chapel does not have any devices or accounts to facilitate this. The player will be connected to the Chapel sound system via a 3.5mm headphone jack (we have an iPhone adaptor). Please ensure that the music is on a play list in order, clearly labelled, if a phone is used the phone should be 'airplane' mode and the auto screen lock disabled.

### 5. **Orders of Service**

It is customary to have Orders of Service produced for your guests, this would usually include the words to the hymns, the titles of the music at the entrance and exit of the Couple, and also the Words in which the congregation are to join in with.

These Orders of Service must be viewed by the Clergy who are taking your Ceremony prior to print.

It is the responsibility of the couple to produce and print the orders of service.

When ordering number of copies it is worth adding an additional 20 for the Sanctuary area and any that are needed for the choir.

### 6. **Photography**

All professional photographers are asked to contact the Chapel Clerk prior to the date of the Ceremony to discuss the rules regarding photography in the College Chapel. No flash photography is permitted inside the Chapel.

### 7. **Audio Recordings**

The College has recently installed professional recording equipment in the Chapel. A recording of your Ceremony can be made using this equipment for £240.00 + VAT. Please note that the Organist and other musicians may charge an additional fee if their performance is recorded. The recording must be booked at the time of application.

### 8. **Video Recordings**

Requests to make a video recording of the ceremony must be made to the Dean of Chapel at the time of booking. A Facilities Fee of £130.00 may be incurred. Please note that the Organist and other musicians may charge an additional fee if their performance is recorded [this is in line with Musicians' Union rules, which state video recording charges can increase by as much as 100% on the standard fee]. The videographer may be a professional or a friend of the family and are required by the College to have third party liability insurance to the value of £5,000,000.00 (Five Million Pounds) if at any point the videographer plugs into any of the College's electric sockets. You are responsible for ensuring that they have a Copyright Licence for this, which can be obtained by contacting the PRS on 0800 068 4828.

### 9. **Flowers**

When considering the provision of flower arrangements flowers in the Chapel, please bear in mind the following:

- A maximum of two displays either side of the Altar and two displays at the Choir Screen are permitted
- Pew end flowers and other displays are not permitted in the Chapel
- You will need to provide your own flower stands
- Flower displays should be removed as soon as possible after the ceremony
- The Chapel Clerk should be consulted regarding access times to set up and dismantle the displays

### 10. **Confetti**

We regret that confetti (including rice and flower petals) must not be used in the Chapel or College grounds.

### 11. **Further information**

The Chaplain is always willing to answer any questions you may have. He can be contacted at the College. The Chaplain, The Rev'd Andrew Hammond, 01223 338617 [ach71@cam.ac.uk](mailto:ach71@cam.ac.uk)

October 2023