

Planning for The Celebration and Blessing of A Marriage



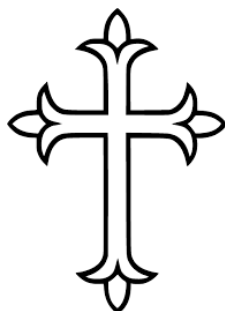
Christ Church Cathedral

45 Church Street
Hartford, CT 06103
(860) 527-7231
www.cccathedral.org
office@cccathedral.org

Table of Contents

Planning for the Celebration and Blessing of a Marriage	2
Scheduling Your Wedding	3
Marriage and Wedding Preparation	4
The Wedding Rehearsal	6
The Wedding Day	7
Fee Schedule	8
Musical Selections	10
Canon 18: “Marriage Canon” for the Episcopal Church	12
Wedding Planning	13
Covenant for a Wedding Ceremony at Christ Church Cathedral	14

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Planning for the Celebration and Blessing of a Marriage

We celebrate with you as you prepare to make a commitment to one another in marriage. These guidelines will assist you in your planning and, we hope, will address the questions you have regarding the liturgy.

As stated in The Book of Common Prayer of the Episcopal Church:

“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.”

Marriage is a public covenant and therefore a public occasion and celebration. The Canon Law of the Episcopal Church also states that Christian marriage is “entered into within the community of faith.” This implies that those coming to be married in the Episcopal Church have a commitment to it by their present or intended regular involvement in, and support of that community of faith as full members of that Christian community.

I. Scheduling Your Wedding

Q. Do we have to be members to have our wedding at the Cathedral?

A. Membership in the Cathedral is not necessary. It is only required that one of the two people in the couple be baptized and an active member at an Episcopal or Lutheran Church. A letter from the Episcopal or Lutheran Church where the person holds membership is required. To be considered for “Cathedral Congregation member fees” one needs to have been in attendance at our Cathedral Sunday worship for at least twelve months. Membership is defined by regular church attendance and making (and paying towards) a financial pledge to God’s mission at the Cathedral.

Members of any parish in the Episcopal Church in Connecticut are considered members of our Cathedral. A discount fee applies to members of an Episcopal Church in Connecticut. A letter of consent from the local clergy to celebrate the ceremony at the Cathedral is required. Their parish priest is responsible for the premarital preparation. The parish priest is expected to plan the liturgy in consultation with the Cathedral Dean or her designee, but the latter will have the final authority in the planning of the liturgy. When available, one of the Cathedral clergy will assist the parish priest during the service.

Q. How do we schedule a wedding at the Cathedral?

A. Call the Cathedral office (860-527-7231 ext. 102) and ask to speak with the Assistant to the Dean. Our staff person will discuss with you the pre-requisites for scheduling, potential dates and will then schedule a meeting with the Dean or her designee. If you are member of a Parish in The Episcopal Church in Connecticut, a letter from your clergy is required to move forward with the process. Once it has been established by the Dean (who will be in communication with your clergy (if you are not a member of the Cathedral Congregation) that the Cathedral is available for your ceremony your booking will not be confirmed until the Cathedral is in receipt of a non-refundable fee of \$500 refundable deposit. *This fee will be allocated towards the total cost of your celebratory event. Should you cancel your ceremony, this fee will not be reimbursed.* The wedding contact person will then be in touch with the Assistant to the Dean for coordination of further logistical details.

Q. Is there a wedding rehearsal?

A. Yes. When you schedule your wedding, you also will schedule a rehearsal. Rehearsals are normally scheduled one to two days before the wedding at 5 p.m. in the afternoon.

Q. How long does it take to prepare for a wedding at Christ Church Cathedral?

A. Weddings can take as long to prepare for as you give them! However, it is important to contact the priest *at least six months ahead* of the projected date. This will give adequate time for preparation. As it is a service of worship, the planning of the ceremony will be under the direction of the Dean or those delegated by her.

Q. What happens if one or both of us is divorced?

A. Remarriage in the Church after divorce is possible. The Bishop’s permission is required and involves petitioning the Bishop Suffragan through the Dean or the officiating minister at your wedding. This will require additional meetings and earlier notification (at least six months) of your wishes to be married at the Cathedral. No announcements should be made about the proposed wedding until the Bishop’s judgment has been secured. *We’re sorry, but it will be*

impossible to consider scheduling a wedding that is fewer than 30 days away for first marriages, and 90 days for remarriage.

Q. At what point in the process can we be assured that my wedding is on the Cathedral's calendar?

A. The Dean can agree to pencil in the date as you begin your conversation about the upcoming wedding. The date is not final until the "**Covenant for a Wedding Ceremony at Christ Church Cathedral**" (p.13) has been signed and sent with the deposit to the Cathedral office, attention Assistant to the Dean. In the case of remarriage, the priest will not be able to finalize the wedding date until he/she receives formal permission from the Bishop. It should be understood that even by signing the Covenant and paying the deposit, the clergy have the right to decline to solemnize any marriage at any time. No plans for a wedding at the Cathedral should be announced before the minister has consented to solemnize the marriage at least two months before the ceremony.

Q. Where is the wedding conducted?

A. The celebration and blessing of a marriage is properly held in the Cathedral Nave/ Chancel or in the Chapel.

Q. What are the fees for a Cathedral wedding?

A. See page 8 for the Fee Schedule. Please note that fees may change from year to year. However, from the date a deposit has been received, the fees listed on the original wedding booklet provided to you will hold. Please retain a copy for your records. Make separate checks out to *Christ Church Cathedral* (unless otherwise stated) with the specific purpose listed in the "memo" section on each check. *Honoraria* or fees for Cathedral clergy, as well as fees for the Liturgical Coordinator, Music Director, soloists and sexton are to be made out directly to that individual. All checks must be presented to the Assistant to the Dean at least three weeks in advance the wedding rehearsal.

You may also consider making a thank offering to the Cathedral for the work and ministry that the Cathedral offers in Christ's name and in service to God's mission. Checks should be made out to *Christ Church Cathedral* with the memo: *Wedding Thank Offering*.

II. Marriage and Wedding Preparation

Q. What is involved in marriage and wedding preparation?

A. The priest will be preparing you for two important things, your marriage (a life- long relationship) and your wedding (a special event).

Every priest has a different style and program for *marriage preparation*. Typically, a couple will meet with a priest for three to six counseling sessions. Some priests use a standardized instrument or other resource materials as part of the counseling process. The fees for pre-marital counseling by clergy vary. Please speak with the clergy person who will be conducting the sessions. In the case of remarriage, premarital preparation involves a professional counselor whose fees and number of sessions will vary.

In order to begin your *wedding preparation*, the Cathedral clergy person will ask you to complete a "**Wedding Planning**" form (p.12). The information you provide on this form will serve as the primary communication tool for the couple, the Dean or her designee, the Altar Guild and the Staff in the planning process as well as your parish priest, if you are a member of

another parish in The Episcopal Church in Connecticut. The form also will include the information needed for the Cathedral Parish Register.

Q. Now that we have contacted a priest and we have begun premarital and wedding preparation, what do we do next?

A. At this point, there are two key parties to contact. Please contact them several months in advance of your wedding.

Our Music Director, Thomas Whitestone, will assist you in the selection of the Music. He can be contacted at thomas.whitestone@cccathedral.org or at 860-527-7231 ext 107

Our Altar Guild will assist you with your wedding planning regarding altar flowers. Please contact June Aziz at juneaziz@aol.com or at 860-563-4028.

Q. How do we arrange for Altar Flowers and other decorations for the wedding?

A. The Altar Guild will be happy to discuss options for you for Altar flowers and decorations. Please notify Mrs. Aziz at 860-563-4028 at least two months before the wedding. Flowers are ordered at the beginning of each month.

The Altar Flowers for your wedding will be used for the Sunday of the weekend of your wedding. If you would like to designate these flowers as a memorial or a thanksgiving, please let the Cathedral office (office@cccathedral.org) know this at least one month in advance so names can be listed in the Sunday bulletin. The flower fee includes what we refer to as “standard Sunday flowers.” Any specific flower requests may be possible, but the extra costs will need to be negotiated and agreed upon beforehand.

The following are the guidelines for floral arrangements and decorations in the Cathedral:

1. Two white or pastel color arrangements in the Altar vases may be placed on the retable. Brass planters may be used instead of the vases or one planter may be used under the cross.
2. Altar Flowers may not be removed after the wedding.
3. No artificial, dyed, or silk flowers may be used.
4. The Altar Guild will arrange/place the flowers or greens in the Sanctuary.
5. Aisle candelabra may be used on the pews. White flowers or ribbons may be used to mark the pews reserved for family. Your florist would provide these flowers and ribbons.
6. Please note that no Cathedral furniture is to be moved or removed from the Cathedral without permission of the Dean.
7. Aisle runners are not allowed in the Cathedral.
8. Rice, confetti, flower petals, birdseed and other congratulatory items are not to be thrown on Cathedral property.

Q. What is the format of the wedding service?

A. The liturgy (worship service) used for all weddings at the Cathedral is according to The Book of Common Prayer of the Episcopal Church (p. 423). A priest from the Cathedral must prepare (or oversee the preparation of) the couple for marriage and officiate or assist at the wedding, regardless of whether they are members or non-members.

There are some options as in the choice of Scripture to be used but no other portion of the liturgy may be deleted or reworded. Other compositions may be permitted with prior approval from the Dean and the officiating clergy.

Another option is the choice made by the couple, after discussion with the Dean or her designee and/or the officiant whether or not to have the Holy Eucharist as part of the service. The newly married couple may present the bread and wine. All baptized persons present will be given the opportunity to receive the sacrament of Holy Communion if that is to be part of the wedding service.

Members of the families or close friends can be invited to read the lessons, or lead psalm(s) and the prayers.

Q. Is a service bulletin required?

A. Yes. Email a copy one month before the wedding so that the clergy can proof the text.

Q. When and where do we get the marriage license?

A. The marriage license is obtained from the Office of Vital Statistics at the Hartford City Hall, 550 Main Street. You must apply for the license in person. *There is a waiting period* after you have applied for the license. Once it has been issued, it is valid for 65 days. This information may change. It is your responsibility to contact the City of Hartford for up to date information.

The officiant must have your license before the ceremony. Please bring the marriage license with you to the rehearsal. The officiant will sign the license following the ceremony and send it to City Hall. You may obtain a certified copy through City Hall for your files.

The Cathedral Parish Register will have a record of the wedding signed by the bride and groom, two of their witnesses and the minister.

III. The Wedding Rehearsal

Q. How long does the wedding rehearsal take?

A. Allow 1½ hours for the rehearsal. *Please emphasize to your wedding party the importance of being on time for the rehearsal.*

IV. The Wedding Day

Q. How long can we have the Cathedral on the day of the wedding?

A. A couple is scheduled for a three-hour segment on the Cathedral's calendar. This is adequate for a ½-hour gathering time, the wedding liturgy, and ½ hour for photography following the ceremony (if desired).

It is absolutely essential that the wedding start on time and that the couple and wedding party, and their guests, depart within the time allowed as staff need to begin to prepare the Cathedral for the next event.

Please note also that the priest and musicians likely have other commitments on the day of your wedding. A late start will cause problems for them and for many other people, including your guests. Please respect their schedules. *There is a 45 minute grace period from the announced time of the wedding, after which the priest reserves the right to cancel or postpone the wedding and the musician is free to leave.*

Please plan to have a receiving line, if that is your desire, at the Reception and not at the Cathedral.

Q. What about Photography?

A. We have guidelines that are meant to preserve the dignity and sacredness of your marriage ceremony. If you contract with a photographer and/or videographer, they must speak to the Dean or her designee and/ or the priest officiating your wedding before the ceremony to discuss logistics of where they may place themselves in the Cathedral. The photographer should speak with the clergy prior to the day of the wedding to clarify any questions.

The photographer is permitted to take pictures of the wedding party as they gather and dress before the service begins. **During the processional**, the photographer may stand at the front of the church and take pictures of the bride walking down the aisle.

During the service, which begins after the procession with the words “Dearly Beloved: We have come together . . .” and ends with the recession, **absolutely no flash photography** is allowed, and the photographer must then be stationary for the rest of the service. Non-flash photography and videography without special lighting are permitted **only** by previously arranged understanding with the officiant. These may be done: 1) from the balcony, or 2) behind the choir pews on either side of high altar.

The Cathedral will be available for ½ hour following the ceremony for photographs.

We ask that you please inform your photographer of these guidelines so that there are no misunderstandings on your wedding day.

FEE SCHEDULE

CHRIST CHURCH CATHEDRAL
45 Church Street, Hartford, CT 06103
860-527-7231 • www.cccathedral.org

Wedding Ceremonies: Rates and Policy

Welcome to Christ Church Cathedral! Your event is important to us; our Cathedral clergy and staff musicians are happy to help in any way we can. Please find, below, a fee guide for event music at the Cathedral. Upon scheduling your event, we will be happy to present to you a customized quote. If you'd like other musicians to be involved please contact the Music Director.

A guide to the music for your ceremony will follow. We're also happy to guide you in choosing music appropriate for the ceremony. Should you have a special request for any type of non-traditional music, please contact the Dean.

Weddings

Cathedral Clergy/Officiant (clergy person who conducts the service):

Premarital Preparation	\$400*
Fee for conducting the service	\$250*
Building Use (for Rehearsal and Wedding)	\$2000*
Liturgical Coordinator (if applicable)	\$200
Sexton Fees (if applicable)	\$200
Altar flowers for wedding and Sunday following (standard Sunday flowers, +special orders to be negotiated)	\$250
Interim Music Director/Organist	\$450*
Extra Music Rehearsal (required if there is a soloist)	\$75*
Additional Instrumentalists, Soloists	varies
Choir (depending on repertoire)	\$400 - \$1600*
- \$ 100.00 per chorister	
- Minimum number recommended- 4	
- Preferred number of choristers- 8	
- Ideal number of choristers-16	
Latin Band	\$800
Jazz Band	

***Discounted fees for members of our Cathedral Congregations are as follow:**

Cathedral Clergy do not charge "clergy fee" to parishioners to officiate a wedding or any other services. We encourage a donation to our CSE Outreach Ministries.

Music Director- \$250

Use of Space: 0

Altar Flowers: \$250

Musicians, Liturgical Coordinator and sexton fees must be paid at regular rate.

Members of other churches in the Episcopal Church in Connecticut

Parish Clergy/Officiant (clergy person who conducts the service):

 Premarital Preparation

 check with clergy

Honorarium for conducting the wedding service

 optional

Cathedral Clergy (if they assist the parish clergy/officiant):	
Fee for assisting during service	\$300
Building Use (for Rehearsal and Wedding)	\$1300
Liturgical Coordinator (if applicable)	\$200
Sexton Fees (if applicable)	\$200
Altar flowers for wedding and Sunday following	\$250
(standard Sunday flowers, +special orders to be negotiated)	
Interim Music Director/Organist	\$350
Music Director at Wedding Rehearsal (optional)	\$50
Extra Music Rehearsal (required if there is a soloist)	\$75
Additional Instrumentalists, Soloists	varies
Choir (depending on repertoire)	\$400 - \$1600*
- \$ 100.00 per chorister	
- Minimum number recommended- 4	
- Preferred number of choristers- 8	
- Ideal number of choristers-16	
Latin Band	\$800
Jazz Band	

Contact Information:

Peggy Ornell

Assistant to the Dean

Peggy.ornell@cccathedral.org

860-527-7231 Ext 102

Thomas Whitestone

Interim Music Director

thomas.whitestone@cccathedral.org

860-527-7231Ext 107

The Rev. Jay Cooke

Priest for Pastoral Care

Jay.cooke@cccathedral.org

860-527-7231Ext 104

The Very Rev. Miguelina Howell, Dean

Lina.howell@cccathedral.org

860-527-7231Ext 105

***Please make all checks payable to:**

Christ Church Cathedral

45 Church Street

Hartford, CT 06103

860-527-7231

www.cccathedral.org

Memo: Name and date of your event. Please attach Cathedral invoice.

***NOTE:** When applicable, checks are to be made out to individuals when noted on the invoice.

Suggested Music for your Wedding

Congratulations on your upcoming nuptials! Your ceremony is important to us and we want to help you make it beautiful. Should you have a special request for any type of non-traditional music, please contact the Dean or her designee.

What follows is a small list of suggested music for use at your wedding. This is divided into five sections: Prelude; Procession In; Hymns and Service Music, Procession Out, and Solos and Choral Pieces. This list is intended as a brief guide. Our Music Director can guide you in the music selection process.

A. Preludes

Adagio in A Minor	J.S. Bach
Air from the Orchestral Suite in D	J.S. Bach
Fantasy in C Major	J.S. Bach
Fantasy in A Minor	J.S. Bach
Jesu, Joy of Man's Desiring, BWV 161	J.S. Bach
"We Pray Now to the Holy Spirit"	Dietrich Buxtehude
Prelude in D Major	J.K.F. Fischer
Adagio from the Overture to the Occasional Oratorio	G.F. Handel
Aria in F Major	G.F. Handel
Canon	Johann Pachelbel
Fantasia	Johann Pachelbel
Cantilena	Josef Rheinberger
Choral Song	S.S. Wesley
Concerto in a minor	Vivaldi/J.S. Bach
Concerto in g major	Vivaldi/J.S. Bach
"Lord Jesus Christ, Turn Thou to Us"	Johann Gottfried Walther

B. Procession In

Prelude to a <i>Te Deum</i>	Marc-Antoine Charpentier
Trumpet Voluntary in D Major	Jeremiah Clarke
Air from "Water Music Suite"	G.F. Handel
Fanfares	Jean Joseph Mouret
Trumpet Tune in D Major	Henry Purcell
Hymns such as	
"Love Divine, All Loves Excelling" (657) or	
"Joyful, Joyful, We Adore Thee" (376)	

C. Liturgical Music

1. Psalms can be sung to Anglican chant, or could be chanted by a soloist; or sung in responsive plainchant. Metrical Psalms (a paraphrase of a psalm sung to a popular hymn-tune) can also be used
2. Sequence Hymn:

339, 350, 351, 352, 353, 376, 377, 378, 379, 388, 390, 396, 397, 400, 410, 416, 516, 518, 176, 577, 581, 593, 606, 645, 646, 657 to name a few. (Hymnal 1982)

If there is to be Eucharist:

3. Presentation Hymn: Any of the above
4. *Sanctus* S130 by Franz Schubert or S129 by Robert Powell or S125 by Richard Proulx
5. *Agnus Dei* S164 by Schubert

Note: If liturgical music is to be included in your wedding ceremony, these must be reproduced in your wedding program. The Cathedral Music office can assist you in procuring the TIF files, and in procuring copyright permission.

D. Procession Out

Prelude in G Major, BWV 568	J.S. Bach
“O Help Me, Lord, to Praise Thee”	J.S. Bach
Allegro from the “Suite Gothique”	Leon Boellmann
Toccatina in F Major	Dietrich Buxtehude
Rigaudon	André Campra
Hornpipe from “Water Music Suite”	G.F. Handel
La Rejouissance	G.F. Handel
Postlude in G Major	G.F. Handel
Processional	G.F. Handel
Psalms XIX, “The Heavens Declare the Glory of God”	Benedetto Marcello
Rondeau	Jean-Joseph Mouret
Praeludium	Hermann Schroeder
Trumpet Voluntary	John Stanley

E. Solo and Choral Music

Solos

<i>Ave Maria</i>	either Franz Schubert or Bach/Gounod
The Wedding Song (Whither Thou Goest) or Heinrich Schütz	Flor Peeters
I am my beloved’s	Maurice Goldman
The Call (Come, My Way, My Truth, My Life)	Ralph Vaughan Williams

Choral anthems (For 4 or more voices)

Set me as a seal upon thine heart	William Walton
Rise up, my love, my fair one	Healey Willan
<i>Ave verum Corpus</i>	W.A. Mozart
Listen, sweet dove	Grayston Ives

**FORMS TO BE FILLED OUT
And RETURNED TO**

**CHRIST CHURCH CATHEDRAL
45 Church Street
Hartford, CT 06103**

Canon 18
“Marriage Canon” of
The Episcopal Church

We, _____ and _____ desiring to receive the blessing of Holy Matrimony in the Church, do solemnly declare that we hold marriage to be a lifelong union as it is set forth in the Book of Common Prayer.

We believe that the union of husband and wife, in heart, body, and mind, is intended by God for their mutual joy; for the help and comfort given one another in prosperity and adversity; and, when it is God’s will, for the procreation of children and their nurture in the knowledge and love of the Lord.

And we do engage ourselves, so far as in us lies, to make our utmost effort to establish this relationship and to seek God’s help thereto.

Signatures _____ Date _____
_____ Date _____

Please sign and return during pre-marriage preparation.

Please fill out and return to the Dean and your officiating clergy.

Wedding Planning

Spouse to be's Name _____

Address _____

Telephone (home) _____ (work) _____

(cell phone) _____ e-mail _____

Date of Birth _____ Age _____ Place of Birth _____

Baptized: Yes No Denomination _____

Current Church Affiliation, if any _____

Father's Name _____ Deceased? _____

Mother's Name _____ Deceased? _____

Have you been married previously? Yes No If "yes," how many times? _____

Date(s) of Marriage(s) _____

Divorce decree must be presented to Officiant within two weeks of the first meeting.

Date(s) of Divorce Decree(s) _____

Names and ages of any children _____

Spouse to be's Name _____

Address _____

Telephone (home) _____ (work) _____

(cell phone) _____ e-mail _____

Date of Birth _____ Age _____ Place of Birth _____

Baptized: Yes No Denomination _____

Current Church Affiliation, if any _____

Father's Name _____ Deceased? _____

Mother's Name _____ Deceased? _____

Have you been married previously? Yes No If "yes," how many times? _____

Date(s) of Marriage(s) _____

Divorce decree must be presented to Officiant within two weeks of the first meeting.

Date(s) of Divorce Decree(s) _____

Names and ages of any children _____

Date and Time of Wedding _____

Officiant _____

Assisting Cathedral Clergy (if s/he is not the Officiant) _____

Date and Time of Rehearsal _____

Communion? Yes No No. of persons invited to wedding: _____

Total no. of attendants for both bride and groom: _____ No. of ushers: _____

Others in the procession: _____

Location of Reception _____

**Covenant for a Wedding Ceremony
at
Christ Church Cathedral**

We, _____ and _____

intend to be married (or have our marriage blessed) on _____ at _____ (a.m./p.m) with _____ conducting the service.

We understand that a **\$500 non-refundable deposit** made out to *Christ Church Cathedral* and mailed into the Cathedral office with a copy of this form will secure the date and time for the wedding service.

We understand that time is a precious commodity, especially for those church members who freely give of their time so that our wedding day might run smoothly. It is the expectation that the wedding will begin at the time stated above. Barring any unfortunate and unforeseen medical emergency or traffic accident, the bride and groom, their families and the entire wedding party must be present at the Cathedral no later than fifteen (15) minutes before the service.

If the wedding ceremony or the rehearsal begins within fifteen (15) minutes of the set time, we will designate the entire \$500 deposit towards the total cost of the event.

If the ceremony or the rehearsal begins fifteen (15) to thirty (30) minutes late, \$150 will be designated toward the total cost of your event.

The entire \$500 deposit will be forfeited if the ceremony or the rehearsal begins more than thirty (30) minutes after the agreed upon time or is cancelled a week after a date has been confirmed by both parties.

If the ceremony has not begun within forty-five (45) minutes of the set time and the wedding party is not at the church and has not called the clergy to inform them of their whereabouts, the assembled guests will be informed that they should proceed to the reception and the clergy will perform a private ceremony in the Chapel.

Signed by:

Spouse to be

Spouse to be

Date

Please mail to the Assistant to the Dean at the Cathedral office along with your deposit.

WELCOME TO CHRIST CHURCH CATHEDRAL

An Episcopal Church within the Anglican Communion

All faithful lay people and clergy of the Episcopal Church in Connecticut
The Rt. Rev. Ian T. Douglas, Bishop Diocesan
The Rt. Rev. Laura J. Ahrens, Bishop Suffragan
The Very Rev. Miguelina Howell, Dean
The Rev. Jay Cooke, Priest for Pastoral Care

Since 1762, this Christian community has gathered for worship. To learn more about the ministries we share in this place, you are invited to speak to the clergy or parishioners after the service.

SERVICES

Sunday

8:00 a.m..... Holy Eucharist in English
10:00 a.m..... Holy Eucharist in English with Music
12:30 p.m..... Santa Misa en Español con Musica

Saturday

2:00 p.m..... Church by the Pond, Bushnell Park between Jewell Street
Read more about Church by the Pond at www.churchbythepond.org

CATHEDRAL STAFF

Joanne A. Ames, Cathedral Administrator
Peggy K. Ornell, Assistant to the Dean
Cindy Hursty, Accountant
Thomas Whitestone, Interim Music Director

Dawn Ingram, Archivist
David Borawski, Building Manager
John Scott, Sacristan
Wendell Coleman, Security

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