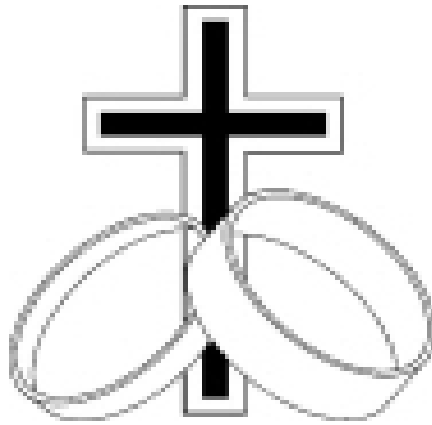


Wedding Guidelines



St. Peter in Chains

St. Monica

St. Peter in Chains Catholic Church

St. Monica Catholic Church

Dear Friends,

Congratulations! We welcome your inquiry about celebrating your marriage at St. Peter in Chains or at St. Monica. It is a privilege for us to assist you as you prepare for married life.

The Catholic Church esteems marriage as a very sacred. Sacred Scripture compares marriage to the covenant relationship of God with us. Saint Paul says the union of husband and wife is a sign of the union of Christ and his Church. In witnessing your marriage, our Church community wants to uphold and support you faithfully for the rest of your lives as you grow together in God who is love.

We at St. Peter and St. Monica want your wedding to be beautiful, memorable, and a faith-filled occasion. Our wedding preparation program has been designed to assist you in preparing your wedding Mass or Ceremony in our Parish. These wedding guidelines are your first source of information about the wedding preparation process and for planning your wedding liturgy. Please read the guidelines as they are designed to assist you in this process.

As you read this packet, be assured we are sensitive to the fact that there may be special circumstances where exceptions to these wedding guidelines may be needed. Although exceptions are very rare, all requests for exceptions must be discussed with and approved by the Pastor of St. Peter and St. Monica Catholic Church.

We undertake this ministry with you now, as you begin preparing for marriage. We look forward to serving you as we share our faith together.

Sincerely in Christ,

You Parish Priest and Deacon

WHO MAY BE MARRIED AT ST. PETER IN CHAINS AND ST. MONICA

Church law guarantees active, registered members of the parish, who are in good standing, with the faith and morals of the Catholic Church, the right to marry in their proper parish church.

To be considered active and registered for the purpose of marriage, the bride or groom must have been registered and active in the parish for at least one year before the scheduled date of the ceremony.

ACTIVE-REGISTERED

1. Someone who has been registered in our parish for one year before the scheduled date of marriage; and
 2. Someone whose contribution file indicates attendance and support; and
 3. Regularly giving to our offertory collection or fulfilling a pledge to our parish.
- Children of registered and active parishioners are considered members for the purpose of marriage and may be married in the Church without a facility usage fee.

NON-REGISTERED OR NON-ACTIVE

1. Indicates someone who has not been registered in our parish for at least one year before the marriage; and
 2. Someone whose contribution file does not indicate attendance and support; and
 3. Someone who does not regularly give to our offertory collection or fulfill a pledge to the parish.
- If even one of the above criteria can be established, then you will be considered a non-registered, non-active parishioner.

**For a non-registered, non-active parishioner there is a \$500 facility usage fee, with a non-refundable \$200 deposit due at the time of reserving the Church for your wedding. This additional fee is to be paid no less than seven days before your scheduled marriage.

DOCUMENTS NEEDED FOR MARRIAGE

BAPTISMAL RECORD

A certified copy of your baptismal record with notations is required. This means that you must contact your parish of baptism and ask them to send you a copy of your baptismal certificate, with the parish seal stamped on it. This record must be no more than six months old. The procurement of this certificate by a non-Catholic party is required – at least the date of baptism and location of baptism is needed.

PREPARATION

1. Initial Meeting with parish Clergy
2. Engaged Encounter Weekend
3. FOCCUS – Facilitating Open Couple Communication, Understanding and Study
4. Natural Family Planning Session
5. God’s Plan for a Joy Filled Marriage program

MIXED MARRIAGE PERMISSION

If this marriage will be a marriage between a Catholic and a non-Catholic, please let us know at the time of your initial meeting with the clergy. Permission from the Bishop must be given for a mixed marriage.

DELEGATION

If the Catholic party is registered in another parish, he/she will have to contact their pastor at their current parish and request “delegation” from him. The clergy of St. Peter and St. Monica need written permission, which is delegation from your current pastor to preside at the ceremony. Please have this sent to the officiating priest or deacon of your marriage.

MARRIAGE LICENSE

The civil license is to be presented to the priest or deacon at the time of your rehearsal. It is an illegal act for the clergy to preside over the ceremony of anyone without a license in hand.

Application for the License must be made under oath by both parties to the Probate Court of the county where either resides.

Scioto County Probate Court
602 7th St # 201 Portsmouth, OH 45662-3951
(740) 355-8351

MARRIAGE INFORMATION FORM AND CONTRACT

The marriage information form and the contract for the bride and groom must be signed and returned to the priest or deacon before the date is placed on the parish calendar.

PEOPLE INVOLVED IN THE LITURGY

VISITING CLERGY

It is the responsibility of the visiting clergy to read and ensure the parish regulations are followed. Please contact the Secretary of State for information pertaining to the civil license necessary for and out-of-state priest or deacon to preside over the ceremony.

Secretary of State
180 East Broad Street
Columbus, OH 43215
614-466-4980 www.state.oh.us/sos

CHOOSING OTHER MINISTERS FOR THE CELEBRATION

Friends and relatives of the couple may participate in the liturgy in various roles. You may wish to select individuals as servers, readers, extra-ordinary ministers of Holy Communion, and gift bearers at the liturgy. So that these ministers feel comfortable, they should be properly prepared and be present at the rehearsal. Decisions about ministers may be made when the liturgy is planned.

You may wish to select children to take part in the ceremony as attendants – flower girl or ring bearer. As a general rule children must be as a general rule at least 5 years of age to participate in the ceremony.

ELEMENTS INVOLVED IN THE LITURGY

ENVIRONMENT

Very simple decorations are needed to enhance the beautiful liturgical space of St. Peter and St. Monica. Floral arrangements in the sanctuary should consist of natural flowers and materials and not be higher than the altar. No decorations may be placed on the altar itself.

It is customary at St. Peter and St. Monica for floral decorations to be left for the altar after the ceremony, as a gift to the Church.

For safety reasons and proper decorum, the use of candelabras, lamps, and floral displays with candles are prohibited.

Please see the policy for Florists for more details. This policy must be reviewed and signed by the engaged couple, with a copy made for their records and the parish.

THE UNITY CANDLE

The unity candle is not a recognized part of the Catholic wedding liturgy, according to the liturgical documents of the Church. Therefore, it will not be allowed to be used during the liturgy itself. However, it may be done at the reception.

AISLE RUNNER

The use of an aisle runner is prohibited during the ceremony.

DRESSING ROOM

The dressing room for the Bride and her attendants is the Blessed Pope John Paul II Room. It is available upon request. A \$50 cleaning deposit is required for use of this room. The wedding party is responsible for removing all belongings, decorations, ect. before the wedding. The parish is not responsible for lost or stolen items. The deposit will be refunded if the facilities and the church have been cleaned.

PHOTOGRAPHY

Photographers are welcome to take pictures before, during and after the ceremony. In order to avoid distractions, those taking pictures and/or video are asked to check with the clergy at least 30 minutes prior to the ceremony to arrange the locations and pictures. Since confession begins at 2:30pm, all picture-taking must be completed by this time. There are no exceptions to this rule.

Please see the Policy for Photographers and Videographers for more details. This policy must be reviewed and signed by the engaged couple, with a copy made for their records and for the Church.

FEES AND STIPENDS

FACILITY USAGE STIPEND

The facility usage fee is dependent upon the status of the couple. The pastoral staff of the St. Peter in Chains and St. Monica determines active-registered or non-active registered status. The fee for non-registered, non-active members is \$500.

PARISH PRIEST AND DEACON

The stipend for the clergy is given in view of time and service the clergy has provided in the preparation process. It is customary to offer the clergy \$200 for their assistance.

MUSICIAN

Like the florist and the photographer for your wedding, church musicians provide service for making your wedding a meaningful event. Therefore they need to be paid for their service.

The stipend for the parish organist is \$125. The fee includes the meeting with the couple to plan and select music, practice time with the parish cantor, and personal practice time. It is customary that the organist does not attend the rehearsal; however, if the couple chooses to have the organist at the rehearsal, then an additional \$25 stipend will be assessed.

The stipend for the parish cantor is \$50.

If there is a visiting soloist, an additional \$25 stipend is assessed for the organist. This reflects the extra time necessary to prepare with the visitor.

If there is a visiting organist, approved by the clergy only, then the organist determines his/her own fee. Additionally there is a \$35 stipend for the parish organist to handle musical logistics, including time spent with the visiting musician, arrange desired practice time, and discuss the order of the wedding with a non-Catholic musician.

SUMMARY OF FEES

Facility Usage Fee	\$500 (if determined to be non-registered and non – active by pastor)
House Keeping Deposit	\$50 (refundable upon wedding party cleaning up Ceremony)
Parish Clergy	\$200
Parish Organist	\$125 base fee
Attend Rehearsal	\$25
Work with visiting soloist	\$25
Parish Cantor	\$50
Visiting Organist/Instrumentalist	Fee determined by organist /musician
Servers	\$20 per server

CHURCH ETIQUETTE

FOOD AND BEVERAGE

NO ALCOHOLIC BEVERAGES, illegal drugs/paraphernalia or firearms are permitted on the Church property prior to, during or after the wedding. Violation of this policy will result in immediate cancellation of the wedding ceremony. If the wedding party, especially the bride or groom, is consuming alcohol or illegal drugs on the day of the wedding, the vows cannot be received because of a lack of due discretion.

We request that food and non-alcoholic beverages are NOT brought into the Church grounds or into the Church hall or Blessed John Paul II Room. If food or beverages are brought on the premises, it is the obligation of the bridal party to clean up completely and arrange and pay to have the Church cleaned. All trash should be properly disposed of; nothing should be thrown inside or outside the Church property.

FURNITURE IN THE CHURCH

Furniture in the Church should be left in place. That applies to microphones, the candlesticks, and sanctuary and all other decorations.

SMOKING

Smoking is not permitted inside the Church property buildings.

PRACTICES NOT ALLOWED IN THE CHURCH

RECEIVING LINE AND GUEST BOOK

Receiving lines and the signing of the guest book are to be held at the reception only, not at the Church. Please relay this information to your invited guests via the wedding program. The wedding party must evacuate the Church by 2:15pm for Saturday weddings to allow for confessions and the 4:00pm Mass.

RICE, FLOWER PETALS, BIRD SEED

No rice, flower petals or bird seed or balloons may be used as part of the wedding celebration inside or outside of the Church.

A TIME OF PREPARATION AND NEW BEGINNINGS

Marriage is a major moment in your life, and a very important sacrament for you as individuals and as a couple.

Before your wedding day, you deserve a good experience of the mercy and forgiveness of God. At this important time in your lives, you can prepare for a better future together if you let God cleanse your souls of the sins of your past.

You can do this by making a good confession to a Catholic priest and in this sacrament of reconciliation receive the forgiveness of sins which we call absolution. You can make your confession to any priest, including your pastor, but you are free to decide whom to ask.

It is good to make your confession about one month before your wedding. That can also help you deal with the pressure of planning and remind you to be good to the people who love you. Waiting until the final week, or hoping to talk to a priest on the day of your rehearsal leaves too much to chance.

Your wedding is a milestone in your life and a great new beginning. Ask God to help you be worthy of your spouse's love and the many gifts you have already received. Confess your sins and promise God a good future.

Don't miss your best chance in years to regain a totally clear conscience and a good and new attitude about yourself.

PLANNING THE LITURGY

A Church wedding is not only a personal event, but also a liturgy in the Church. As such, the religious nature of the ceremony must be carefully observed.

LITURGY

Your wedding is part of the faith life of our parish. You, as ministers of the sacrament, have chosen to express freely your love and your commitment to each other. The Rite of Marriage highlighted by the exchange of vows and the blessing of the rings, best conveys the Church's desire to witness your vows,

to strengthen your fidelity to them, and to prayerfully support you in your life together. As with all liturgical celebrations, the full and active participation of those is desirable. Ordinarily the Rite of Marriage takes place in one of two contexts: within a Mass for two baptized Catholics or outside of Mass if either the bride or groom is not Catholic.

SCRIPTURE READINGS

The Rite of Marriage includes selected Scripture readings and prayers from which you may choose that are most expressive of your personalities.

MUSIC

All music must be approved by the Pastor. Only LITURGICAL music may be played at weddings. Popular or secular music is not appropriate for use in the Church service. This policy also refers to music performed during the prelude. The Wagner and Mendelssohn wedding marches associated with secular operas have not been used traditionally in the Catholic Church and are therefore not permitted.

All weddings at St. Peter or St. Monica utilize the parish organist and cantors. A guest soloist is permissible. That person must be 1) auditioned and approved by the pastor and 2) will not replace the parish cantor. A guest organist may be engaged to provide music, given that she/he is approved by the pastor.

POLICY FOR FLORISTS

St. Peter and St. Monica does not provide janitorial services on the weekends. It is therefore the responsibility of the florist or the wedding party to remove all flowers, bows, potted plants by 2:15pm on the day of the wedding if it occurs on a Saturday.

1. Florists will not move the altar furnishings or existing sanctuary arrangements to accommodate floral arrangements nor place anything on the altar.
2. The height of the floral arrangements shall not exceed the height of the altar, which is 39 inches.
3. The flower girl or other bridal attendants is not permitted to drop flowers or flower petals in the main aisle during the processional.
4. Throwing rice, birdseed or other objects is not permitted inside or outside of the church.
5. Pew markers/decorations may not be attached with tape because it damages the wood finish. Rubber bands are suggested.
6. No additional candelabras lams or candle arrangements from the florist are permitted.
7. No floral arches are permitted.
8. St. Peter may not be covered at St. Peter in Chains Church.
9. There is be nothing hung from the ceiling, pillars or the walls of the Church.
10. Decorating may begin two hours prior to the service unless there is another parish Mass or function noted.
11. St. Peter in Chains and St. Monica are not responsible for items left in the Church

Florist _____

Company Name _____

Phone Number _____

Names of Bridal Couple _____

We agree to the policy as stated above and have given a copy to the florist:

Signature _____ Date _____

Retain of copy of this for your records. The parish also needs a copy for your file.

POLICY FOR PHOTOGRAPHY AND VIDEOGRAPHY

We welcome photographers and videographers, both profession and amateur, for still pictures and videotapes. However, we ask that the following directive be observed. The Church itself is not a studio but a sacred place in which a community of believers worships. The photographer and videographer should keep this in mind as they plan all their decisions before, during and after the celebration.

1. All photography must be finished by 2:15pm for weddings on Saturday afternoons. Please do not cause embarrassing situations by deciding to stay for "just one more shot!" There are no exceptions to this rule.
2. Wedding photographers may precede the marriage ceremony. At least 15 minutes before wedding begins, the photographing of the wedding party ceases. At this time the photographers may check in with the priest or deacon who is officiating the ceremony for any specific instructions.
3. Photographers and videographers may not enter the sanctuary. They may photograph from the side or the rear of the Church only.
4. When the priest or deacon is in the pulpit for the scripture reading or the homily the photographer must be silent and still.
5. Formal portraits with studio equipment such as screens, props, ect. are not to be done in the Church but at home, the studio or reception hall.
6. No church furnishings may be moved for pictures.
7. Flash photography may be taken during the processional and recessional only, NOT DURING THE CEREMONY ITSELF.
8. The photographer is not allowed to stop or slow the progress of the liturgy.
9. Photographers should prepare to begin taking formal pictures immediately after the wedding party leaves in the exit procession.
10. Photographers and stationary video cameras are permitted in the choir loft of the church as long as they are not on the organ or piano platforms or are in the way of the soloist or cantor.

Photographer _____

Company Name _____

Phone Number _____

Videographer _____

Company Name _____

Phone Number _____

Names of Bridal Couple _____

We agree to the policy as stated and have given this agreement to our photographer and videographer:

Signature _____ Date _____

AGREEMENT

Everyone who is to be married at St. Peter in Chains and St. Peter is asked to sign an agreement for the use of the Church. The agreement concurs with the regulations based in this booklet. St. Peter in Chains and St. Monica reserves the right to cancel or postpone any scheduled wedding that deviates from these guidelines.

We have read the St. Peter in Chains and St. Monica Wedding Guidelines and we agree to abide by them.

Signed:

Bride _____ Date _____

Groom _____ Date _____

Pastor _____ Date _____

DOCUMENT CHECK LIST

The Following documents are included in this booklet and need to be signed, with a copy given to the parish office for your file. Agreements involving parties outside of the parish, i.e. florists and photographers, need to be reviewed with these parties and signed, with a copy returned to the parish office. For your convenience, this checklist will assist you in keeping track of processing these documents.

Marriage Information Form

Policy for Florists

Policy for Photographers and Videographers

Agreement to use Church Facility

\$50 cleaning deposit – refundable if facilities are cleaned by wedding party

Music Planning Sheet