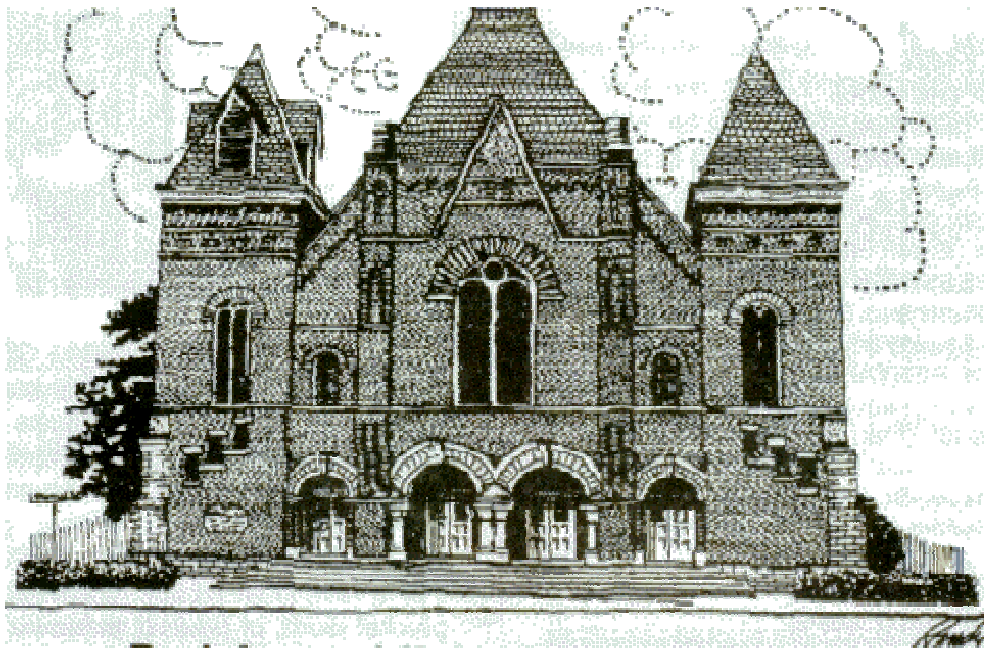


*Policies for  
Celebrating the  
Sacrament of Marriage  
At  
St. Francis De Sales  
Roman Catholic Church  
66 Granville Street  
Newark, Ohio 43055*



Revised 8/10

## *Welcome*

Dear Friends,

On behalf of the parish community of St. Francis de Sales Roman Catholic Church, we congratulate you on your decision to give yourselves to one another in Christian marriage. In the Gospels, Jesus tells us that the greatest commandment of the law is to *“love one God above all things and to love our neighbor as ourselves.”* It is in Christian marriage that this Good News of Jesus is enfleshed and made real.

As a sacrament of the Church, Christian marriage reveals how God himself loves us, through the permanent, faithful and life-giving love of the Lord for His people. It is for that reason that your vocation in the Church is so important and so special.

Because we look upon this moment in your lives with such importance, it is only natural that the preparation for this life-long experience is one that we take most seriously as a Church community. Certainly, the day of your wedding is one that will hold wonderful memories for you as the years unfold. But it is the life-long experience of marriage and preparation for it that is uppermost and critical for us as a church. *“A wedding is a day, a marriage is a lifetime.”* It is our hope that the information provided here will be of assistance to you in initiating the planning of both your *“marriage”* and *“wedding.”*

Finally, marriages never take place in isolation. It is from the nurturing environment of families that we come forth to reach out to continue the cycle of love and life. It is in the midst of this parish community that this moment of commitment will be celebrated. It is our hope that your relationship with us will continue beyond this moment so that now united together in love you might contribute to the building up of the body of Christ in our midst.

May the Lord bless you in your love for each other.

A handwritten signature in black ink, appearing to read 'Fr Bob Penhallurick', with a large, stylized flourish at the end.

Fr Bob Penhallurick  
Pastor

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# *Important Phone Numbers*

**Parish Office:** 740-345-9874

Parish Secretary Ext. 200

- Scheduling first appointment with Priest

- Renting Lamy Center

Pastor – Fr. Bob Penhallurick Ext. 202

Deacon Steve DeMers 740-345-8118

**Music Ministry** - Mary Jane Golata

Home phone number: 740-323-4022

**Wedding Coordinators** – Yvonne Long 740-344-6968

Rose Marie Maddern 740-344-7240

# *Initial Steps in Planning Your Wedding Liturgy*

Entering into a Christian marriage relationship requires careful preparation. Therefore, each couple is required to follow the policies outlined in this publication which the parish of St. Francis de Sales has developed to assist you in coming to this beautiful moment in your life.

## *Who May be Married at St. Francis de Sales?*

To be considered an active parishioner of St. Francis de Sales, for the purpose of marriage, the bride or groom must be a practicing Catholic and have been “registered” and “active” in the parish for at least one year before the scheduling of the marriage.

### **Active-Registered**

1. Someone who has been registered at St. Francis Parish for one year before the scheduling of the marriage and...
2. Someone whose envelope usage indicates regular Sunday Mass attendance and...
3. Someone who regularly gives to the offertory collection or fulfills a pledge to the parish.

*\*Children of long-time “active” and “registered” parishioners are considered regular members for the purpose of marriage and may be married in the Church without being registered independent of their parents and without the facility usage fee.*

### **Non-Active or Non-Registered**

1. Someone who has not been registered at St. Francis parish for at least one year before scheduling of the marriage or...
2. Someone whose contributions file does not indicate regular Sunday Mass attendance or support of the parish.
  - If even only one of the above criteria can be established then you will be considered a non-active registered parishioner.
  - For non-active or non-registered parishioners, there is a \$650.00 facility usage fee, with a non-refundable \$200.00 deposit due at the time of reserving the church. The deposit is paid to the Pastor or Deacon when you meet with him. Checks should be made payable to St. Francis de Sales Church. The balance of the fee is to be paid no less than seven (7) days before the scheduled marriage.

At least one party to the marriage (bride or groom) must be Catholic. Only the Pastor may waive this requirement.

## *Who May Preside at Your Wedding*

Normally the Pastor or parish Deacon will preside at your wedding. If a couple have a close family member or friend who is a priest or deacon in the Roman Catholic Church they may also preside or receive the vows if the Pastor grants them delegation and the necessary Church law requirements have been met. Some of these requirements are required for your marriage to be valid in the eyes of the Church and only the Pastor can give the delegation that is required. It is essential that couples meet with the Pastor to discuss this. Therefore, all couples will be required to have an initial meeting with the Pastor or parish Deacon even if a visiting priest or deacon is going to participate in the wedding.

## *Marriage Preparation Program*

### *Your First Meeting with the Priest*

The first step in your wedding preparation is to contact the Parish Office to give your initial information so that the first appointment with a priest or deacon can be scheduled to discuss your wedding here at St. Francis. All couples must meet with the Pastor or parish Deacon, even if they have an ordained family member whom they would like to preside. This appointment should be made at least six months before the wedding date. At your first meeting, you will meet with the priest in his office at the Rectory. During this meeting he will discuss the process of preparation for marriage with you and answer any questions you may have. Your formal church application for marriage will be completed at this time and a tentative date confirmed in the calendar. He will also inquire about any special circumstances surrounding your marriage and any questions you may have about them

You will then be given a questionnaire to complete called FOCCUS. The Wedding Coordinator will be your principal point of contact that will help you make your wedding preparations.

### *Previous Marriages*

Both parties must be free to marry in the Catholic Church before a date can be set for the wedding. If one or both parties have been married before, they are only considered “free to marry” if the Church has declared their marriage invalid and an annulment has been granted. This applies to all previous unions, including those between two non-Catholics. If you are divorced and have not yet received an annulment, you cannot schedule a wedding until one has been granted. If you are unsure of your status, or on how to proceed, you must speak to the Priest or Deacon preparing you for marriage as soon as possible.

### *FOCCUS*

An integral part of your preparation is the FOCCUS questionnaire. This questionnaire is designed primarily to facilitate open communication between the bride and groom – it is not a test! It identifies areas of concern for the couple, explores basic expectations, communication and problem-solving skills and attitudes on money, children, religion, sexuality and in-laws. It attempts to sharpen exploration of other additional key issues such as couple compatibility, the impact of individual backgrounds, two career families, etc. You will discuss the FOCCUS process with your priest or a married couple who have been trained in helping with this program.

### *Pre-Cana Meetings*

A formal marriage preparation program is required of all couples. There are several ways in which to fulfill the Pre-Cana requirement. These will be explained to you by the Pastor or parish Deacon when you meet.

### **Natural Family Planning**

Natural Family Planning (NFP) is a term for methods used to achieve and avoid pregnancies based on observation of the naturally occurring signs and symptoms of a woman's menstrual cycle. By respecting the love-giving and life-giving nature of marriage, NFP can enrich the bond between husband and wife. St. Francis is in the process of developing a series of informational sessions to help you understand the Church's teaching and this very successful way of regulating your family without using methods which the Church believes to be immoral.

### **Reconciliation**

The celebration of the Sacrament of Reconciliation is highly recommended for all who share the Catholic Faith as part of your spiritual preparation for marriage. Please consult the parish bulletin for celebration times.

### **The Parish Wedding Coordinator**

This person assists each couple in preparing for the wedding ceremony. She serves as a liaison to facilitate communications with all persons and parish facilities involved in your wedding (the priest, the wedding party, the Parish Office, and parish facilities). You will find that she is invaluable in working closely with you on the many aspects of your wedding arrangements. She will coordinate rehearsals, work with the florist and photographer to ensure proper protocol is followed and assists the wedding party and priest on the wedding day. She has an extensive checklist of details to work through with you and may be contacted directly to answer your wedding questions at any time once your wedding has been calendared. The parish wedding coordinator should be called immediately once the date of the wedding is set. There is a fee for the coordinator's services and all couples are required to work with the coordinator. If the fee is likely to prove a financial hardship please inform the priest you are working with.

### **Wedding Times**

Weddings are celebrated on Saturdays at 11:30 am and 2.30pm. No weddings can be scheduled on Saturday evenings as this time is reserved for the parish Vigil Mass which cannot be altered or condensed to accommodate a particular time. Rehearsals are arranged by appointment only with the Wedding Coordinator (see Rehearsals later in this booklet)

# *Documents Needed for Marriage*

## **1. Baptismal Record**

For a Catholic - A certified copy of your baptismal certificate is required. This means that you must contact the parish of your baptism and ask them to send a copy of your baptismal certificate, with the parish seal stamped upon it. This copy must be no more than six months old.

For a non-Catholic Christian, a copy of your original baptism certificate is required. If you cannot locate the baptism certificate, please inform the priest and he will advise you on what to do. If either person was baptized at St. Francis de Sales, indicate so on your checklist. We will look up your certificate on file.

For a non-baptized person, no document is required.

## **2. Marriage License**

In order to marry, you must first have a marriage license. Application for a marriage license must be made under oath by the contracting parties (a man and a woman) to the probate court of the county in which either party resides. If neither party is a resident of Ohio, application must be made in the county where the marriage will be solemnized.

Both parties (the man and the woman) must appear in probate court in person and state under oath the following: name, age, residence, place of birth, occupation, Social Security number, father's name, mother's maiden name, if known, and the name of the person expected to solemnize the marriage. Photo identification is required.

If one or both applicants have been married before, the application must include the names of the parties to the prior marriage and the names of any minor children. If divorced, the party must furnish a statement giving the names of the parties to the divorce, names of minor children of the marriage, name and location of the court granting the divorce, together with the case number and date of decree. A copy of the decree is required.

The marriage license is good for sixty (60) days from the date of its issuance by the probate court. The local marriage license bureau is located at:

The Licking County Probate Court – First Floor

Licking County Courthouse (Public Square) - Newark, Ohio 43055

Hours are from 8:30 am to 4:30 pm Monday - Friday

Telephone: (740) 670-5812 (Pre-recorded Marriage License Information)

(740) 670-5603

Although there is no waiting period, applicants for a marriage license are strongly encouraged to apply for the marriage license no less than ten (10) days prior to the scheduled wedding. The civil license for the marriage is to be presented to the officiating priest or Wedding Coordinator on the

evening of rehearsal. No rehearsal will take place without this license. It is an illegal act for the clergy to marry anyone without the license in hand.

### **3. Marriage Information Form and Contract**

The Marriage Information Form and the Contract for the bride and groom must be signed by both parties and returned to the priest or Deacon within 14 days of meeting with him.

## *Planning the Wedding Liturgy*

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

### **Liturgy**

Ordinarily, the Rite of Marriage takes place in one of two contexts: A Mass or a Liturgy of the Word. A Wedding Mass is celebrated where both the bride and groom are Catholic. Where a Catholic marries a non Catholic or unbaptized person the marriage is celebrated as a Liturgy of the Word.

### **Readings**

The Rite of Marriage includes selected scriptural readings and prayers from which you may choose that are most expressive of your understanding of marriage. You will find these selections in the booklet "Together for Life" that you will receive from your priest/deacon or the parish office. This booklet explains the order of the ceremony, gives several Scripture selections for each type of reading, and will give you a better understanding of the wedding liturgy. The priest/deacon can help answer any questions you have on the readings and prayers.

### **Music for the Liturgy**

Mary Jane Golata is our parish organist and she is most familiar with the parish organ, appropriate music and celebrants. Wedding preparations are much simplified if Mary Jane is part of your celebration.

**Mary Jane has first refusal for all weddings where an organist is desired.** Please contact her as soon as your date is set. There is a fee for her services (see the fee schedule later in this booklet).

If the couple wishes to use outside musicians or soloists, this must be coordinated through Mary Jane. Any outside musician or soloist fees are the responsibility of the couple.

### **Mary Jane must approve all music.**

Only liturgically appropriate music may be used at weddings. Popular and secular music, such as Broadway film music and top 40 songs are not appropriate liturgical music for use in the Church during the wedding Mass and ceremony. This policy also refers to vocal or instrumental music played during the prelude or postlude. The use of tapes or CDs is not permitted.

The music policy of the parish is set in accordance with the policy of the Diocese and the Pastor and NOT by the visiting priest or deacon if they are participating.

Certain processional and recessional music often used at Protestant weddings is also not permitted to be used because it originates from secular works of music. Mary Jane Golata will explain these to you.

### **Unity Candle**

The Unity Candle is not permitted during the wedding in the Diocese of Columbus.

### **The Processional**

There are several options for the order of the procession. The Wedding Coordinator will go over these with you during one of your planning sessions.

### **Programs**

Many couples choose to have a program. Programs are a brief outline of the order of the ceremony to be followed, the features presented and the persons participating. The program helps everyone gathered to participate more fully in the wedding liturgy. It is the responsibility of the couple to provide a program; however, if you have questions regarding the format, please contact the Wedding Coordinator. A sample program for a wedding celebration outside and during Mass is included later in this booklet.

Programs must be approved by the Wedding Coordinator in advance of them being formally printed. Failure to do this can result in you having to reproduce them again should changes be necessary. Programs should be given to the Wedding Coordinator during the rehearsal. If you are unsure that the contents are correct we strongly encourage you to contact the wedding coordinator at an earlier date. The Pastor reserves the right to make charges if the program has elements that are not in keeping with this policy. This is to ensure things go smoothly on your wedding day.

### **Aisle Runners**

Aisle runners are not permitted in the church.



# *Sample - The Wedding Ceremony Outside of Mass*

Seating of the Mothers

“Jesu, Joy of Man’s Desiring” (Bach)

Processional

Presentation of the Wedding Party

“Canon in D” (Pachelbel)

Presentation of the Bride

“Bridal Chorus” (Loengrin)

The Liturgy of the Word

Old Testament Reading

Song of Songs 2:8-16 (Mark Rogers)

Responsorial Psalm (Sue Rogers)

Psalm 145:8-18

The Response is “The Lord is compassionate to all his creatures.”

New Testament Reading

Colossians 3:12-17 (Linda Davis)

Gospel

Matthew 22:35-40 (Fr. Bob Penhallurick)

Homily (Fr. Bob Penhallurick)

Rite of Marriage

Exchange of Vows

Blessing and Exchanging of Rings

Prayers of the Faithful (Lucy Cooper)

Lord’s Prayer and Nuptial Blessing

Presentation to the Blessed Mother (optional)

Final Blessing and Benediction

Recessional

“Wedding March” (Mendelssohn)

\*\*The wedding ceremony lasts approximately 45 minutes including the processional and recessional.

# *Sample - The Wedding Mass*

Seating of the Mothers

“Ave Maria” (Schubert)

Processional

Presentation of the Wedding Party

“Jesu, Joy of Man’s Desiring” (Bach)

Presentation of the Bride

“Trumpet Voluntary” (Clarke)

The Liturgy of the Word

Old Testament Reading – Genesis 2:18-24 (Mark Rogers)

Responsorial Psalm – Psalm 103:1-2, 8, 13, 17-18a (Cindy Smith)

The Response is “The Lord is kind and merciful.”

New Testament Reading – 1 Corinthians 12:31 - 13:8a (Linda Davis)

Gospel – John 15:9-12 (Fr. Bob Penhallurick)

Homily – Fr. Bob Penhallurick

Rite of Marriage

Exchange of Vows

Blessing and Exchanging of Rings

Prayers of the Faithful (Joe Smith)

Liturgy of the Eucharist

Presentation of the Gifts (Sara, Matt, Cathy Smith)

Eucharistic Prayers

The Lord’s Prayer and Nuptial Blessing

Invitation to the Sign of Peace

Communion

Presentation to the Blessed Mother (optional)

Final Blessing and Benediction

Recessional

“Trumpet Tune” (Clarke)

\*\*The wedding ceremony lasts approximately 1 hour including the processional and recessional.

# *The People in Your Wedding Liturgy*

## *The Presider or Celebrant*

Preparing for your wedding is a good time to get to know the priests and deacons of St. Francis better. Therefore, one of the parish clergy will preside at your wedding, unless you have a family member who is a priest or deacon that you would like to involve.

Couples who have a priest or deacon in the family should contact the Pastor if they would like that person to preside or assist at the wedding. This is especially important if they want their family member to preside over the wedding, as they would require the Pastor's delegation. We welcome visiting Catholic priests or deacons who wish to be involved but the policies listed in this document must still be followed. Ministers of other Christian denominations are also welcome to be involved at the discretion of the presiding Catholic minister. Please Note: Only the Catholic minister present can receive your vows or preside over the exchange of rings.

## *The Readers*

Friends or relatives are encouraged to read the First and Second Readings, the Responsorial Psalm and the Prayers of the Faithful. *Please give these people early notice and plenty of time to practice.*

## *Extraordinary Ministers of Communion*

Ministers of Communion are only necessary when the congregation at a wedding Mass is large and the priest needs assistance with the distribution of the Sacred Body. You should consult with the priest or Wedding Coordinator presiding at your wedding to see if he needs such ministers before approaching anyone regarding this ministry on your wedding day. Mass is not celebrated when a Deacon presides, therefore Ministers of Communion are not needed.

## *Gift Bearers*

Gift Bearers are used only for weddings within Mass. There may be two people from the assembly that may be invited to bring forward the gifts of bread and wine.

# Using the Church

## Furnishings

The altar, chairs and other furnishings are not to be moved under any circumstances. We will provide kneelers, chairs, altar candles and other elements of the liturgy as needed. If you have any questions about this, please contact the Wedding Coordinator.

## Decorations

Consideration should be made to the liturgical time of year. Advent and Lenten decorations may not be altered in any way. Decorations must not be attached in a manner that might damage the furnishings of the worship space. To prevent damage to the pews and other surfaces in the church, we ask that nothing should be attached to the pews that would mark or scratch (no tape, metal or plastic clips). Bows may be attached to the pews using elastic bands, ribbon or felt backed pew bow clips. Please arrange for someone to remove all pew decorations from the church immediately after the wedding liturgy.

Please note that the altar cloth may not be changed. The cloth reflects the liturgical season and will remain this way for weddings. Nothing is to be placed on top of the altar table.

Any use of candles beyond the amount needed for the liturgical purposes are the responsibility of the couple. Candle placement must be cleared with the Wedding Coordinator. Candles in the floral bouquets are not permitted for safety reasons. Candles are not permitted on the pews.

Outside decorations of any kind are not permitted.

## Church Care

The throwing of rice or birdseed is NOT allowed inside or outside the church. It is difficult to clean up and can be dangerous.

The flower girl may drop neither silk nor real petals during the procession.

We love children at St Francis but our Church is very old and takes a great deal of care. For this reason food is not allowed in the church, nor any materials to entertain children – toys, coloring books, crayons etc.

Smoking is not permitted in any parish facility.

## Dressing Rooms

Brides and their attendants may use the designated room in the Lamy Center – The Dominican Library - for dressing at the church. **This room must be cleared of trash and personal belongings prior the ceremony.** The Wedding Coordinator will assist in getting a groomsman or family member to assist the bridal attendants if necessary. Bridal parties should not arrive earlier than 2 hours before the wedding.

This time is subject to change in the event that another party may have need of the room before or afterwards.

The Groom and their attendants should come dressed and ready. There is not a room available for them to dress. They can use one of the confessionals for waiting for the ceremony to begin.

For security reasons, all members of the bridal party are asked to place personal possessions in secure places outside of the church before the wedding begins. St. Francis is not responsible for lost or stolen items.

### **The Wedding Rehearsal**

The rehearsal time must be scheduled with the Wedding Coordinator. Contact her as soon as your wedding is calendared. The rehearsal is generally scheduled for the Friday evening before the wedding. The Wedding Coordinator will be conducting your rehearsal. You will do a “walk through” of the ceremony so that everyone will be familiar with his or her role. It is extremely important that everyone involved in the wedding liturgy be present. This includes the bridal party, mothers, readers, servers, and gift bearers. **PLEASE BE SURE THAT YOU AND YOUR WEDDING PARTY ARE ON TIME.** Typically there is more than one rehearsal or event scheduled for that evening. In order to avoid interfering with other rehearsals or events, a delay in your rehearsal will require the wedding coordinator to limit the time allowed to conduct your rehearsal. Rehearsals will start promptly at the appointed time and last no longer than one hour.

### **Alcoholic Beverages**

NO alcoholic beverages are permitted on the church property prior to and after the wedding. We request that food and non-alcoholic beverages not be brought into the church, particularly the dressing rooms. If either the bride or groom has been drinking, the wedding will not take place.

### **Receiving Line**

Receiving Lines after the liturgy are not appropriate at the church, but are a function of the wedding reception.

### **Hall Rental**

Couples wishing to rent the Lamy Center for rehearsal dinner or wedding reception should contact the parish office after their first appointment with priest and the wedding has been calendared.

# *Florist and Flower Guidelines*

You may use any florist you wish. Many brides choose to coordinate colors with the current liturgical seasons. During festive seasons, especially Christmas and Easter, floral decorations may be a complement to, not a substitute for, decorations already in place for regular parish celebrations. During Lent, the Church does not have flowers in church; flowers are therefore limited to the Bridal party. No arrangements may be used. The following are a few guidelines to share with your florist:

- The amount of flowers to be used at the wedding is at the discretion of the couple, but floral arches or other extravagant arrangements may not be used.
- When placing arrangements on the floor in front of the Altar, the top of the arrangement may not breach the top of the Table.
- Florists should check with the Wedding Coordinator on the placement of arrangements in the church.
- Flowers may not be placed on the altar.
- Flower delivery should be one hour prior to the wedding ceremony.
- When multiple weddings occur on the same day, some couples have chosen to share in the expense of flowers. Consult with the Wedding Coordinator about obtaining the names and numbers of the other couples.
- If you rent any items, make sure the florist know they must remove them from the church immediately following the liturgy or assign someone to remove them for you. The cost, care and return of any rented items are the sole responsibility of the couple.
- We would greatly appreciate if you would donate your flowers to the church after your wedding to allow the community to share in your celebration of God's love.

# *Photographer / Videographer Guidelines*

Marriage is a sacred rite of the church. It is important for all involved to help establish this atmosphere. Care on the part of the photographer and videographer will protect the beauty of the ceremony and achieve the desired pictures and video. Below are the guidelines to be followed. The following is a tear out page to give to your selected photographer and videographer.

- The photographer and videographer must consult with the Wedding Coordinator before the wedding for limitations and celebrant preferences.
- The photographers are not permitted to use flash or enter the sanctuary during the ceremony.
- The videographer may not use floodlights of any kind during the ceremony.
- Stationary video cameras are permitted in the balcony of the church.
- Time permitting, the wedding party may return to the church for pictures after the weddings, but please be respectful of the sacred space.

# *Photographer and Videographer Guidelines for Saint Francis De Sales Church*

We welcome photographers and videographers, both professional and amateur. However, we ask that the following policies be observed. Marriage is a sacred rite of the church. It is important for all involved to help establish this atmosphere. The church itself is not a studio, but a sacred place in which a community of believers celebrates common worship. Care on the part of the photographer and videographer will protect the beauty of the ceremony and achieve the desired pictures and video.

Please contact the St. Francis Business Manager, Christy McNabb at (740) 345-9874 ext 224 if you have any questions.

## **YOU MUST WORK AROUND THE RITE:**

- Please do not expect the rite to be changed to accommodate the pictures.
- Please do not move furniture, etc., at any time. You may not get it back in the correct place. You are welcome to pose any pictures after the ceremony as time permits.

**Please be as inconspicuous as possible.** It is easy to distract people and detract from the wedding liturgy.

- Please contact the Wedding Coordinator before the wedding for limitations and celebrant preferences.
- Choose a location in which to stay during the ceremony. This is especially important during the readings.
- Once the liturgy has begun, a photographer must remain stationary and not wander the aisles. At no time is a photographer allowed past the first pillar from the back of church during the liturgy.
- Please crouch down when in front of people.
- Do not come nearer than the fourth row of pews from the front during the processional or recessional only. Never enter the sanctuary (Altar area).
- Be careful not to stop the entrance and exit procession.
- Once the ceremony has begun (when the bride reaches the Altar), you may not be any closer than 3 rows from the back of church. The Choir Loft offers an excellent view during the ceremony, especially during the exchange of vows and rings.
- Do not use extra lighting. Flash may not be used during the ceremony.
- Please store all equipment out of sight.
- Formal portraits with studio equipment such as screens, props, etc., are not to be done in the church, but at home, the studio or the reception hall. As long as it is available, the Lamy Center-Johnson Hall may be used for this purpose.
- **The Blessed Sacrament Chapel is OFF LIMITS for photographs.**

**Length of picture taking:** Often other events are scheduled near the hour of the wedding. You may want to see how much time is available to you. Confessions start at 4:30pm and the Rosary starts at 5:00 pm. You must be out of the church by 5:00 pm.

**Please note:** A photographer or videographer who does not follow the guidelines stated above, will not be permitted to photograph/video tape weddings at St. Francis in the future.

# *Stipends and Fee Schedule*

## *Use of the Church*

### **Active- Registered Member of the Parish -**

There is no fee for the use of the church

### **Non-Active or Non-Registered -**

There is a \$650.00 usage fee for the church; a \$200.00 non-refundable deposit is required at the time the wedding is calendared. This fee is paid to the Pastor or Deacon at your initial meeting. Balance of fee is due 1 month before the wedding.

## *Parish Priest or Deacon*

The stipend for the clergy is \$100.00. Stipend envelope should be given to the Wedding Coordinator at the rehearsal.

## *Director of Music*

The stipend for the parish organist is \$125.00. This fee includes meeting with the couple to plan and select wedding music, practice time and time spent at the wedding liturgy. Mary Jane is given first refusal on all weddings using an organist.

The stipend may change if visiting soloist or musicians are used. The fee will reflect the necessity of extra practice time with the visiting soloist or musician. (Typically \$25.00 for each additional musician and rehearsal.) Stipend envelope should be given to the Wedding Coordinator at the rehearsal.

## *The Wedding Coordinator*

The stipend for the parish Wedding Coordinator is \$100.00. This fee includes all necessary meetings with the couple, answering any questions from the couple, florist, photographer, etc., coordinating parish facilities and parish office staff in conjunction with the wedding, conducting the rehearsal and assisting on the wedding day. Stipend envelope may be given to the Wedding Coordinator at the rehearsal.

# *Wedding Agreement*

Everyone who is to be married at St. Francis de Sales is asked to sign an agreement for the use of the church. The agreement concurs with the regulations stated in this booklet. St. Francis reserves the right to cancel or postpone any scheduled wedding that deviates from these guidelines.

We agree to abide by the policies set out in this handbook and understand that any deviation from the same may result in the Pastor requiring us to make changes before the Liturgy may take place.

Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Date: \_\_\_\_\_

*Marriage Information Form*

Name of **Bride**: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Religion: \_\_\_\_\_ Baptized:  Yes  No

Church: \_\_\_\_\_

Name of **Groom**: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Religion: \_\_\_\_\_ Baptized:  Yes  No

Church: \_\_\_\_\_

Ceremony or Mass: \_\_\_\_\_

Office Use Only:

Active Registered Parishioner  Yes  No

Non-Refundable Deposit  Yes  No

Facility Usage Fee  Yes  No

Date and Time of Rehearsal: \_\_\_\_\_

Date and Time of Wedding: \_\_\_\_\_

Name of Celebrant: \_\_\_\_\_

## *Checklist of Items*

### Appointments

- \_\_\_\_\_ Schedule wedding date with Parish Office  
                     Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_
- \_\_\_\_\_ Initial visit with Priest/Deacon     Date: \_\_\_\_\_ Time: \_\_\_\_\_
- \_\_\_\_\_ Second visit                             Date: \_\_\_\_\_ Time: \_\_\_\_\_
- \_\_\_\_\_ Third visit                               Date: \_\_\_\_\_ Time: \_\_\_\_\_
- \_\_\_\_\_ Initial visit with Wedding Coordinator
- \_\_\_\_\_ Meet with Music Director
- \_\_\_\_\_ Schedule rehearsal with Wedding Coordinator
- \_\_\_\_\_ Attend Pre-Cana meetings  
                     Pre-Cana Sponsor Couple: \_\_\_\_\_  
                     Date: \_\_\_\_\_ Time: \_\_\_\_\_     Date: \_\_\_\_\_ Time: \_\_\_\_\_  
                     Date: \_\_\_\_\_ Time: \_\_\_\_\_     Date: \_\_\_\_\_ Time: \_\_\_\_\_  
                     Date: \_\_\_\_\_ Time: \_\_\_\_\_     Date: \_\_\_\_\_ Time: \_\_\_\_\_
- or**-
- Engaged Encounter Date: \_\_\_\_\_
- \_\_\_\_\_ Attend NFP training sessions

**Documents**

- \_\_\_\_\_ Recent copy of Baptism Certificate (Catholic parties only)
- \_\_\_\_\_ Copy of original baptism certificate (Baptized non-Catholics)
- \_\_\_\_\_ Pre-Cana Certificate
- \_\_\_\_\_ Marriage Information Form and Contract
- \_\_\_\_\_ Ohio Marriage License

**To do**

- \_\_\_\_\_ Plan wedding liturgy (see "Together for Life" book)
- \_\_\_\_\_ Give copy of readings to readers at least 2 weeks prior to ceremony
- \_\_\_\_\_ Select music with Music Director
- \_\_\_\_\_ Discuss flower and decoration guidelines with Florist
- \_\_\_\_\_ Give guideline sheet to photographer
- \_\_\_\_\_ Submit all required documents
- \_\_\_\_\_ Apply for marriage license
- \_\_\_\_\_ Turn in marriage license to Wedding Coordinator at rehearsal
- \_\_\_\_\_ Pay for balance of use of church fees (if applicable)
- \_\_\_\_\_ Turn in stipend envelopes to Wedding Coordinator at rehearsal
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_
- \_\_\_\_\_ \_\_\_\_\_