

ST. MARY CHURCH WEDDING RULES & REGULATIONS

Do I have to be a member of St. Mary Parish to be married here?

No, any Catholic, who is free to marry in the Catholic Church, can be married at St. Mary Church. If you are not a parishioner:

- a) **you provide the celebrant** for the ceremony
- b) **the celebrant of the ceremony provides the necessary marriage preparation** (Note: no date will be set until we receive written verification from your celebrant that they will be preparing you for your wedding and they will be officiating at your wedding.
- c) **you receive written permission of your proper pastor(s) to have the marriage outside of your home parish** (*the form for this is the last page of this document*)

What are the fees for a wedding at St. Mary Church?

1. The fee for the use of the Church for a wedding is \$600.00. Musician's fees are an additional \$150, (see the fee schedule on page 6). If you have a celebrant who is not the pastor, please ask him what his fee is, since that is not part of your fees to St. Mary Church.
2. A non-refundable fee of \$100 is required to reserve a date (this fee is deducted from your total cost)
3. **The balance of all fees, church, celebrant and musician are due 30 days before the ceremony.**

What are the basic requirements to be married in the Church?

1. One of the parties seeking marriage must be a Catholic.
 2. If either of you have been married before and your previous spouse is still living, you, or your previous spouse, must obtain an annulment through the Roman Catholic Church. **No date can be set for a marriage until this annulment has been obtained.**
- If one or both have been married before but the previous spouse is deceased, a copy of the death certificate of the previous spouse must be provided.

When does your marriage preparation begin?

1. **At least 6 months BEFORE your wedding contact your celebrant:**

Your celebrant usually lets you know when this happens. If not, it is YOUR responsibility to contact him at least 6 months to begin this process.

2. **Contact your musician.** You will also need to contact our musician, Kathy Maresca (937-307-8908) to make arrangements for music at least three months prior to the wedding, sooner if a soloist is involved, whether or not our musician is doing the music.

Does a wedding always include a Mass?

NO. Both parties **MUST** be Catholic in order to have a Wedding Mass.

A Wedding Mass usually takes about an hour.

You may also have a Wedding Ceremony. This ceremony takes about 40 min.

PLEASE NOTE: If one party is of another Christian faith, a Wedding Mass may not take place without written permission from Archbishop Dennis Schnurr.

One of us is a member of another Church. Can my minister participate in the wedding?

The /minister of another Church may participate in the wedding ceremony, as long as your celebrant is agreeable with this.

How long do we have the Church reserved on our wedding day?

4 hours. This is from the time your florist, photographer gets there, etc. until you are finished with pictures etc. after your wedding.

When do we arrive on the day of the wedding? Most bridal parties arrive approximately 2 hours before the actual start of their wedding.

YOU MUST BE AT ST. MARY CHURCH AT LEAST 1 HOUR PRIOR TO YOUR WEDDING REGARDLESS OF ANY OTHER PRE-WEDDING PLANS..

What about the size of the wedding party? No more than 6 couples.

What about children in our wedding? All children in your wedding MUST be 5 years old or older by the day of your wedding. No Exceptions!

Are there times during the year when other things are going on in the church?

In Advent, the construction of our Christmas crib takes place in our west transept. The crib usually does not show in pictures. Throughout Lent a Holy Sepulchre scene is constructed in our east side altar area. It is visible in some wedding photos. Also, note that there may be other parish activities going on during your wedding in other parts of the Parish property.

What about the rehearsal?

Rehearsals are the evening before your wedding. They last approx. 1 hour.

Anyone who has an active part in your wedding - attendants, groomsman, readers, ushers etc. need to attend the rehearsal. Schedule your rehearsal to begin anytime from 5pm until 6:30pm, **AFTER** you check with your celebrant. Please call the office to confirm your rehearsal time at least 2 weeks before your wedding.

Is there a place to dress when we arrive?

You may use the Church Hall. It is your responsibility to leave the hall as you found it.

Can we bring food or beverages to the hall?

You may bring food/pop/bottled water to your dressing area.

NO food or beverages (including water) brought into the Church itself

PLEASE NOTE: There is to be NO alcoholic beverages brought to or consumed on church property before, during or after the rehearsal or wedding ceremony.

This includes any and all members of the wedding party.

Flower petals down the aisle, Rice outside, etc? NONE! NO EXCEPTION.

What about a receiving line after the ceremony is finished? NO

What about candles?

- There are to be NO candles down the aisles.

- If you choose to include a Unity Candle ritual, you are to provide your own candles and holder.

What about flowers?

- Instruct your florist to call the church at least two weeks ahead to make arrangements for delivery on the day of your wedding.

- During Lent (from Ash Wednesday until Easter) you cannot have flowers on the altar or in the sanctuary. Flowers held by or worn by the wedding party are fine, as are pew bows. During Advent, flower arrangements are to be subdued, as appropriate for the season.

We do NOT have pillars/pedestals for flowers/ferns.

Photographers/Videographers: (See informational sheet to give to your photographer)

- All photographers/videographers must check in with the wedding coordinator. If your photographer wishes to take pictures from the choir loft, inform the coordinator. No photographers are allowed in the sanctuary(the area between the communion rail and the altar) during the ceremony. All photographs taken in the Church are to be formal in nature. No one (photographer or wedding party) is allowed to sit on the communion rail, or its steps. All pictures before the ceremony are to be completed 30 minutes before the ceremony begins. NO PHOTOGRAPHS OF THE BRIDE, GROOM OR THE BRIDAL PARTY MAY TAKE PLACE WITHIN THE HALF HOUR PRIOR TO THE BEGINNING OF YOUR WEDDING. Please be sure to give this information to your photographer/videographer.

F.Y.I. All wedding preparations are to be made ONLY by the bride and /or groom. That includes questions regarding flowers, pictures, music, etc.

Musician's Wedding Fees

These fees are in addition to those fees paid to the church for the wedding.

Music's fee for your wedding \$150.00

The organist's fee is due at the first meeting between the organist and wedding party, and no later than 30 days before the ceremony.

Our musician's fees for rehearsal with your soloist

\$ 40.00/hour Soloist's rehearsal must take place at St. Mary.

Music purchases for wedding reimbursement to musician of
purchase price

The wedding party must pay for music that must to be purchased expressly for your wedding. After the wedding, the music becomes the property of St. Mary Church. We allow only religious, or classical, music to be played in church before, during and after the ceremony (No pre-recorded music). The Music Director must approve all music regardless of who plays at your wedding.

The *Psalm Response* after the first reading, and the *Gospel Acclamation* are always sung. The Lord's Prayer is always recited by the congregation. When you have a Wedding Mass, the other acclamations (i.e., the *Holy, Holy*, the *Memorial Acclamation*, the *Great Amen*, and the *Lamb of God*) are always sung.

All music questions are to be directed to the parish musician. Again, all wedding preparations including music, are to be made ONLY by the bride and /or groom.

PERMISSION TO MARRY OUTSIDE OF PROPER PARISH

Can. 1115 -- Matrimonia celebrentur in parœcia ubi alterutra pars contrahentium habet domicilium vel quasi-domicilium vel menstruam commorationem, aut, si de vagis agitur, in parœcia ubi actu commorantur; *cum licentia proprii Ordinarii aut parochi proprii, alibi celebrari potest.*

Can. 1115 -- Marriages are to be celebrated in the parish where either of the contractants has a domicile, quasi-domicile or month-long residence; the marriages of transients are to be celebrated in the parish where they actually reside; marriage can be celebrated elsewhere with the permission of the proper ordinary or pastor.

Name of person seeking permission to be married outside of his/her proper parish:

I attest that I am the proper pastor of the above named person and that I hereby grant permission as required by Canon 1115 to him/her to be married outside of his/her proper parish:

Signature of Pastor-----

Name of Parish-----

Location of Parish-----

Date-----



Return to St. Mary Church 310 Allen St.. OH 45410

INFORMATION SHEET TO BE GIVEN TO PHOTOGRAPHER/VIDEOGRAPHER

All photographers/videographers must check in with the wedding coordinator before setting up their equipment, in order to learn where they are permitted to go, where to plug in cords, etc. If you wish to take pictures from the choir loft, please make sure not to intrude on the musician's space. The parish musician will let you know where the electrical outlets are located. Please bring all necessary equipment with you including electrical adapters, we do not supply them. No photographers are allowed in the sanctuary (the area beyond the communion rail) All photographs taken in the Church are to be formal in nature. No one (photographer or wedding party) is allowed to sit on the communion rail, or its steps for wedding pictures.

All pictures before the ceremony must be completed 30 minutes before the wedding begins . THERE ARE TO BE NO PHOTOGRAPHS OF THE BRIDE/GROOM OR BRIDAL PARTY MEMBERS DURING THIS TIME FRAME.
There is no exception to this regulation..

St. Mary Wedding Coordinator is your contact for all questions regarding the wedding ceremony.
Call 937-256-5633.

Thank you for your cooperation in these matters.

St. Mary Church Wedding Agreement Non-Parishioners

Please be sure to read the information/requirements carefully. If you have questions pertaining to any of the information included here, please call the parish office 937-256-5633 or email the parish office at hfsmchurches@sbcglobal.net before signing this agreement.

By signing and returning this document with your deposit, you are agreeing to abide by the St. Mary Regulations that have been given/mailed/emailed to you and/or your fiancé. St. Mary Church has the final approval or disapproval of any and all wedding plans concerning the church and the ceremony. A copy of these regulations will also be forwarded to your celebrant. Thank you.

Wedding date:_____ Time:_____

Bride:_____

Phone:_____

Mailing address:_____

Email address: _____

Groom:_____

Phone:_____

Mailing address:_____

Email address: _____

I have read the St. Mary Wedding information/regulations and agree to abide by the aforementioned rules.

Signed:_____

Date:_____

Please return this signed copy with your Non-refundable deposit of \$100.00 (One hundred dollars).

Mail to: **St. Mary Church 310 Allen St. Dayton OH 45410**

Your copy of this agreement will be mailed to you after receipt of your deposit. Thank You.