



## ST. CATHARINE CHURCH

### **MARRIAGE PREPARATION/CEREMONY GUIDELINES**

Congratulations to those planning a wedding at St. Catharine! We want to be of assistance to you in every way possible to ensure that your wedding will be a prayerful and joyful celebration. The following guidelines will help you in your preparations. Please become familiar with this material, so that there will be no misunderstandings as your wedding approaches. Please read this information fully and carefully.

500 South Gould Road Columbus, Ohio, 43209

Phone: (614) 231-4509

Fax: (614) 231-8366

[www.stcatharine.com](http://www.stcatharine.com)

E-mail: [info@stcatharine.com](mailto:info@stcatharine.com)

- As soon as you have made the decision to marry, and at least six months or more prior to the anticipated wedding date, you should contact the Pastor in order to begin the various steps of the Marriage Preparation Program.
- **DO NOT CONSIDER YOUR WEDDING DATE CONFIRMED UNTIL THE PRIEST RESPONSIBLE FOR THE PREPARATIONS TELLS YOU SO.**
- It is unwise to make permanent date commitments with reception halls and the like until you have met with the Pastor and have confirmed the date of marriage.
- Marriages at our church are generally limited to registered parishioners or to those with strong family connections to St. Catharine, e.g. young adults away at college, grandchildren, and so forth. However, Roman Catholics who are not members of St. Catharine Parish may request the use of our church for a wedding.
- You must participate in either the Diocesan Pre-Cana session or the Engaged Encounter Weekend. Pre-Cana is a one-day (generally Saturday) program scheduled throughout the year: Engaged Encounter is a Friday Evening to Sunday afternoon experience, conducted at area retreat centers. Both require advance registration: the priest will give you the proper forms to sign up.
- You will be asked to plan your wedding ceremony in conjunction with the Pastor and our parish Music Ministers. The priest preparing you for the Sacrament will provide you with material to aid in the planning process.
- Do not hire a “wedding coordinator” for any aspect of the wedding ceremony at our parish church; often they have their ideas about a marriage ceremony which conflict with Church teaching or parish rules. We provide a wedding coordinator for the rehearsal and on the actual date of the wedding; this person is most familiar with the do’s and don’ts associated with wedding liturgies at St. Catharine.
- Weddings can begin *any time after 11:00* on Saturday. Weddings on Friday are also possible.
- On certain weekends, weddings are not possible; some of these are: First Communion and Confirmation weekends, Palm Sunday and Easter, Christmas, and other important dates.
- Weddings are permitted during Lent, but because of the penitential nature of this liturgical season, special guidelines must be followed.
- If you desire the celebrant to be a priest other than one of the parish priests, please ask him to contact the Pastor to verify his participation (and to receive this booklet). Please be aware that we would ordinarily expect him to handle your complete marriage preparation, including paperwork and rehearsal. Visiting priests are to comply with the parish guidelines contained herein.
- Ordinarily a marriage between two Catholics is held during the celebration of the Eucharist (Mass). On the other hand, a wedding between a Catholic and non-Catholic (or a non-practicing Catholic) is ordinarily celebrated outside of Mass. The Diocese of Columbus does not permit a Mass to be celebrated at a marriage between a Catholic and a non-baptized person.
- Any Catholic not baptized at St. Catharine will need a “certified” copy of his/her baptismal certificate, issued less than six months before the wedding date by the parish of baptism. Anyone baptized in another church denomination will also need a written record of baptism sent to St. Catharine as part of your preparation.

- Pictures may be taken in the Church sanctuary, provided there is no other activity in the Church, e.g. rehearsal, funeral, etc. Permission for this must be obtained by the couple from the priest (before the wedding date), and must never be presumed. We encourage outdoor pre-ceremony pictures (weather permitting).
- If there is a prior Mass or Liturgy, photographers may not set up any equipment in the Church or vestibule until that Mass or other Liturgy is completed. Please do not drop off any equipment that will need to be stored anywhere in the Church until the previous service is completed.
- Flash pictures are permitted only during the processional and recessional. At no other time during the ceremony is flash photography allowed during the wedding liturgy. During the ceremony itself, all extra lighting is prohibited; photographers must use existing light at that time.
- Photographers may not enter the sanctuary space at any time during the wedding liturgy. Remote cameras and/or microphones are not permitted in the sanctuary.
- The sacristy, i.e., the clergy vesting area, is not available for photography sessions before or after the wedding.
- Concerning wedding pictures before the ceremony: Pictures may be taken in the church before the ceremony, however all picture taking activity must be completed at least thirty minutes before the start of the celebration. Before a Friday evening wedding, pictures may be taken in the sanctuary, provided there is no other activity in the Church building (e.g. rehearsal, funeral).
- In general, photos and videos must not be a distraction from the sacredness of the marriage celebration. Therefore, there may never be camera or video/photographers in the center aisle or in the sanctuary during any part of the wedding ceremony, with the exception of the entrance and exit processions.
- The use and lighting of a “unity candle” is not a part of the Roman Catholic Rite for the celebration of the Sacrament of Marriage. Consequently, the lighting of a unity candle is not permitted at any time before, during, or after the marriage ceremony at St. Catharine. However, families are encouraged to have the unity candle at either the rehearsal dinner or wedding reception.
- Sanctuary furniture, decorations, rugs or flowers may not be moved by the florist or family. Seasonal decorations (Advent, Christmas, Lent, Easter) provided by the parish are integral to the parish liturgical celebrations and must not be moved by the florist or others.
- Flowers used for all weddings at St. Catharine are to remain in the church after the wedding (i.e. do not remove them and take them to the reception).
- The tossing of confetti, rice, birdseed, flower petals, use of bubbles or sparklers, release of balloons, birds, butterflies, ringing little bells, or anything else is not to occur anywhere on the property. Please save these gestures for the reception.
- We do not have proper facilities to store flowers, ferns, palms, etc. before a wedding. Therefore, please do not bring these items until they can be set up for the ceremony.
- Floral set-up should be at the following times: For a Friday evening wedding: anytime Friday afternoon. For a Saturday 11:00 a.m. or 2:30 p.m. wedding: anytime after 9:30 a.m. on Saturday, unless there is a funeral.
- The center aisle is 55 feet long. Our Risk Management Consultant has prohibited the use of an aisle runner since it is a safety hazard. There are 14 pews on each side of the main aisle of the church.

## **WEDDING PHOTOGRAPHER GUIDELINES**

- To help maintain the dignity and solemnity of the wedding liturgy, there are guidelines and restrictions for photographers at St. Catharine Parish weddings.
- There are specific areas that photographers/videographers are not to enter to take photographs/videos during the wedding, as the photographers/videographers become a distraction. The parish pastor will discuss those areas with the photographer before the wedding.
- It is suggested that the wedding photographer/videographer attend the wedding rehearsal, so they can become accustomed to our parish church layout, and where they can perform their function during the actual wedding.

## **OTHER ITEMS OF NOTE**

- The throwing of rice, confetti, birdseed, flower petals, or anything else anywhere on Church property is strictly prohibited, as is blowing bubbles, burning sparklers, releasing birds, butterflies, balloons or anything else of this nature before, during or after the wedding anywhere on Parish property. This is a matter of both safety and maintenance. Helium or other balloons may not be released on Church property.
- Be aware that NO BEER, WINE OR ALCOHOL is permitted on the Church premises before or after a wedding, (except afterward in the Church Undercroft, only if it has been reserved for the reception). Smoking is not permitted anywhere in the Church nor is it permitted in the Undercroft, in compliance with State ordinance.
- Please keep in mind that the church is not the appropriate space for receiving guests after the wedding, especially if there is another wedding or preparation for Mass to be celebrated in the Church. Thus, do not have any form of receiving line in the Church, or excuse your guests one pew at a time by any member of the wedding party or family members. Please have your receiving line at the reception.

## **SUGGESTED WEDDING OFFERINGS**

Non-Refundable Deposit	\$100
Celebrant Offering	\$200
Vocalist/Instrumentalist	\$150 per musician
Wedding Coordinator	\$50
Live-Streaming	\$100
Formation Materials	\$55

## **WEDDING GUIDELINES FOR MUSIC AND LITURGY**

Our parish musicians are professionals and, as such, are the primary musicians and cantor for your wedding. If you wish to contract the services of additional musicians such as trumpeters, violinists, flutists, etc., our sacred music ministers will work with you to provide the professionals who are available to play for liturgies at St. Catharine Church. Do not arrange music or cantors for your wedding independently; our parish musicians must be involved in this process to maintain the standards of the parish, and to ensure a level of quality for your wedding.

This guide is designed to help you think about and plan the music for your wedding. Careful attention to the choice of music will enhance this sacred celebration not only for the two of you, but for all who witness your marriage vows. This enables everyone to participate in a focused and spiritual manner. The music should be appropriate for religious worship as it is an expression of the assembly's prayer and praise to God for this happy occasion. The music that is sung at Sunday Mass is the song of the assembly. For a start, look in the parish hymnal for a wealth of choices.

Those music professionals hired to perform services above and beyond our own parish music professionals are to be paid by the bride/groom directly.

The music and scripture texts selected should express the praise of God, God's love in Christ as the foundation and model for marriage, or the asking of God's presence and blessing. For these reasons, music from the operatic stage, secular theatre or popular culture is not permitted; only Sacred Music is permitted.

The music directors at St. Catharine will assist you in the selection of music. Please contact them at least six-to-ten weeks prior to the date of your wedding to make an appointment to plan the appropriate music for the celebration.

- **Prelude Music** refers to the music during the gathering and seating of the assembly. This can include instrumental selections as well as vocal selections that are sacred in nature and set the tone for your wedding liturgy.
- **Processional Music** is instrumental and is played during the entrance of the liturgical ministers, parents, and wedding party. A separate selection may be played for the bride's procession.
- The **Responsorial Psalm** follows the first reading and is led by the cantor. The cantor sings the verses and leads the assembly with a sung refrain. Psalms 33, 34, 103, 128, and 145 are very appropriate for weddings.
- The **Gospel Acclamation** must be sung. A joyful setting of the "Alleluia" will be chosen. An acclamation of praise is used during the season of Lent.
- During the **Preparation of the Gifts** a hymn of joy, praise, love, and thanksgiving is appropriate as well as instrumental music or a short solo.
- The **Eucharistic Acclamation** (Holy, Holy, the Memorial Acclamation, the Great Amen) will be led by the cantor and chosen from settings of the mass that are most familiar.
- During **Communion**, a familiar hymn or Psalm will be led by the cantor.
- The **Devotion to Mary** is an option for the wedding couple. Often, the "Ave Maria" or a suitable Marian hymn is sung during this time.
- The **Recessional** music is instrumental and festive and will continue as the guests leave the Church.

## **APPROPRIATE SCRIPTURE READINGS**

Generally speaking, unless you are celebrating your wedding on a Sunday, Solemnity, or on a Holy Day of Obligation, you have the option of choosing the Scripture readings for your wedding. Please recognize, though, that on certain days in the Church there are prescribed readings that must be followed, even if it is a wedding.

The Church's Rite of Marriage provides a number of readings to select from. As you read through the scripture selections, you will see that each of the readings offers some insight into Christian marriage, even if it does not speak directly about marriage per se. Consult with the Pastor about scripture texts.

Please note that if your wedding is on a Sunday (this includes weddings held after 4:00p.m. on Saturdays), Solemnity, certain feast days, or a Holy Day of Obligation, you must use the readings the Lectionary for Mass provides for that day, whether it is a wedding Mass or service. Why? Because Sunday is the Lord's Day; the other Solemnities and Holy Days of Obligation also reflect important days in the life of Jesus Christ, the Blessed Virgin Mary, or other important dates that the Church celebrates on these particular days.

The readings provided by the Lectionary for Mass must be used from Holy Thursday through Easter, and on the feast days of Christmas, Epiphany, Ascension, Pentecost, and Corpus Christi (Rite of Marriage, 11). In addition, the readings provided by the Lectionary for Mass must also be used on Holy Days of Obligation. The Holy Days of Obligation in the United States are: January 1, the Solemnity of Mary, Mother of God; Thursday of the Sixth Week of Easter, the Feast of the Ascension; August 15, the Solemnity of the Assumption of the Blessed Virgin Mary; November 1, the Solemnity of All Saints; December 8, the Feast of the Immaculate Conception; and December 25, Christmas (from the U.S. Conference of Catholic Bishops – Committee on the Liturgy).

## **PROGRAM (Order of Worship)**

In order to facilitate the full, active and conscious participation of the assembly at your wedding celebration, the program (also known as the Order of Worship) should include the responsorial psalm and hymn refrains that the assembly will be singing. Once the music selections have been made, the Music Ministers will provide you with the music and text to incorporate into your Order of Worship. Before printing, the final draft of your Order of Worship should be approved by the Director of Music and/or the Pastor. Please do not wait until the last minute for this to occur.

## **WEDDING GUIDELINES FOR FLORISTS**

- We welcome your efforts to beautify and enhance the wedding liturgies at St. Catharine of Siena Parish. Because ours is a busy parish with many weddings, certain guidelines and restrictions need to be observed.
- When you make arrangements with your florist, please keep in mind that flowers are considered adornments for a place of worship. No parish plants, flowers, furniture, rugs or railings may be moved for any liturgy, including a wedding.

- All flowers are to be natural (no silk or other artificial flowers or greenery). As noted earlier, flowers and/or flower arrangements used in the sanctuary during your wedding are to remain in the church after your wedding.
- Please feel free to have flowers and/or bows at the ends of the pews, although inform your florist that no adhesives or metal wire are to be used to affix flowers and/or bows to the pews – ribbon is suggested.
- During the penitential season of Lent, flowers must be kept to a minimum in keeping with the liturgical season. Please consult with the Pastor about marriage ceremonies and related issues during the Lenten Season.

**CONTRACT FOR \_\_\_\_\_ MARRIAGE**

Everyone who is to be married at St. Catharine Church is asked to sign an agreement for the use of the church. This agreement indicates that you have read and agree with the guidelines stated here and confirms the date and time of the wedding. St. Catharine reserves the right to cancel any scheduled wedding when these Wedding Guidelines are not observed or if it is determined that the marriage is in any way contrary to the teachings of the Church.

Wedding Rehearsal Date and Time \_\_\_\_\_

Wedding Date and Time \_\_\_\_\_

As we enter into this agreement with Saint Catharine of Siena Parish, the bride and groom also agree to the offerings stated below. All checks made payable to Saint Catharine Church:

Non-Refundable Deposit	\$100
Celebrant Offering	\$200
Vocalist/Instrumentalist	\$150 per musician
Wedding Coordinator	\$50
Live-Streaming	\$100
Formation Materials	\$55
<b>Balance:</b>	<b>\$ _____</b>

TOTAL, to be paid in full and received in the Parish Office one month prior to wedding date, which in this case is:

\_\_\_\_\_

PASTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

BRIDE: \_\_\_\_\_

DATE: \_\_\_\_\_

GROOM: \_\_\_\_\_

DATE: \_\_\_\_\_

BRIDE'S PHONE: \_\_\_\_\_

GROOM'S PHONE: \_\_\_\_\_