

## **Wedding Guidelines for St. John the Evangelist Catholic Church**

*A wedding is a celebration wherein the Sacrament of Matrimony is performed. While the Church does not formally perform weddings as the norm for the Sacrament, most people choose a wedding to highlight this special day of marriage and faith. St. John's is happy to assist in preparing and performing weddings that are both joyful and faith-filled.*

A Wedding in St John's Catholic Church is intended foremost for members of the parish. A member of the parish is one who is currently registered in the parish, supports the parish with tithing and/or service and participates in the sacraments according to the teaching of the Church. Current students and recent graduates from Ole Miss are also eligible for marriage at St. John's, if they are practicing Catholics. Adult children of parishioners are to follow the above stipulations.

### **Preparation:**

Request for wedding dates must be made at least 6 months in advance of the wedding. No one may arrange a wedding date unless they have already firmed up a presiding minister. Couples may choose clergy from other parishes but the presiding minister must commit to performing the ceremony and get a proper dispensation from the pastor of St. John's. Divorced persons cannot be scheduled until annulments are granted. Marriage preparation must begin at least 6 months before the wedding.

Weddings are normally not to be scheduled on Sundays or for the two-week period beginning the week before Christmas and ending one week after Christmas unless there is an emergency for the sacrament (ie: deployment for military service). In such case, there will be no wedding ceremony but a simple exchange of vows with no fanfare. Weddings scheduled during Lent are to be simple to reflect the season.

There may be only one wedding per day unless there are extreme circumstances dictating otherwise.

Wedding service bulletins/programs are the responsibility of the bride and groom and are not published or furnished by the church office. The officiating clergy should be consulted before the service program is printed.

Only Catholic ceremonies can be performed in the sanctuary.

For wedding Masses, all ministers of the Word and Eucharist should be Catholics in good standing. Altar servers must also be practicing Catholics. A letter from the pastor of their church is required before they are allowed to serve. For a wedding outside of Mass, the presiding minister should attest to the appropriateness of the ministers.

**Service Music:**

Marriage is a sacrament of the Catholic Church and music should be in keeping with this act of worship. Therefore, every effort is made to provide music that expresses both the reverence and the joy of the occasion. The couple should make an effort to contact the parish organist/pianist as soon as the wedding date is planned.

The bride and groom are likely to have the best possible music for their wedding if they rely upon the experiences and judgment of the parish organist/pianist. If the parish organist/pianist is unable to play, an alternate organist/pianist may be found. If a vocalist or accompanying musicians are invited, they should consult with the parish organist/pianist to ensure compatibility in style and form. All musicians are encouraged to practice with the parish organist/pianist before the wedding.

**Wedding Mass:**

A wedding Mass is celebrated when both bride and groom are practicing Catholics. It is highly encouraged that when one party is not Catholic, there is no celebration of Mass out of respect to the non-Catholic and to focus on the commonality of faith rather than the division in the body of Christ.

**Rehearsals:**

Rehearsals of weddings are under the direction of the officiating minister and a member of the parish. All members of the wedding party are to be present at the rehearsal. All other persons who might be present are subject to the direction of the officiating minister so that the rehearsal may proceed in an orderly and uninterrupted fashion. Rehearsals will begin on time and go no longer than one hour. It is incumbent upon the officiating minister and the wedding coordinator to see that the rehearsal starts on time and ends on time.

**Photographs and video:**

Due to the size and scale of the church, all photographers are to consult with the officiating minister and parish wedding coordinator in advance. Depending on the minister, the sensitivities of the couple and coordinator, conditions may vary from wedding to wedding as to what is appropriate for the occasion.

**Reception in the Parish Hall:**

The couple is welcome to use the Parish Hall for a reception. There will be a maintenance fee for the use of the Hall and such use should be arranged when the wedding date is set.

Decorating of the Parish Hall is to be approved by the parish wedding consultant. No fixtures or decorations can be affixed to the walls, floors, ceilings or any other structure in the Parish Center. Freestanding decorations are permissible after

consultation with the parish wedding consultant.

The reception shall begin immediately after the wedding ceremony. The parish hall, must be vacated by the parties involved no later than 10:00pm. Renter is reminded to calculate time for clean-up.

If there is a band or a disc jockey, they may not set up any staging or lighting other than what is needed to perform music. Bands and disc jockeys are also to be appropriate to a family oriented reception and any vulgar, lewd or pornographic behavior will result in the immediate termination of the reception.

Champagne, beer and light wine may be served in moderation. No hard liquor may be served and minors are not to drink alcohol under any circumstance. If there is no alcohol, there is a discount to the overall use fee of the parish center. Sale of alcohol is not permitted.

Any rented or borrowed items are to be returned by the wedding party. If any items are left in the parish center or sanctuary, the maintenance crew will throw them out. The parish takes no responsibility in returning rented items or personal items.

Couples are encouraged to remember the solemnity of this sacrament and urge their wedding party to treat the occasion with dignity. Any lewd activities, including sexually provocative decorations indoors, outside and of the automobiles, are to be discouraged. If such actions are deemed scandalous, the reception can be terminated and fees non-returnable.

Any infraction of the civil law of the land or any inappropriate behavior of any kind will result in the termination of the reception. All fees will be non-returnable in such case.

**Fees: \***

***General Use:***

There is no general fee for the use of the sanctuary for active parishioners.

If the priest agrees to schedule a wedding for a non-parishioner, including those students active or formerly active in the parish and not members of St. John's, the fee is \$500.00. This fee can be negotiated for financial hardship.

***Parish Hall:***

The Parish Hall may be rented for the rehearsal dinner and/or the reception. See the fee summary for the use of the Parish Hall by parishioners and non-parishioners for

the rehearsal dinner and/or the reception.

Maintenance does not include washing of parish dishes, silverware, glassware, etc. nor the orderly replacement of such items. The renting party is responsible.

The damage deposit covers the use of these items as well as the use of parish facilities.

### ***Parish Coordinator:***

Each wedding will have a member of the parish to assist and help with the coordination of the wedding. They are not to replace a wedding coordinator but can serve as such if the couple desires. The parish coordinator will be present for the rehearsal, wedding and reception. They will also be available to tour the sanctuary with the couple before the wedding. There is no substitute for this service.

### ***Musicians:***

The church organist/pianist will play for all weddings.

If someone other than St. John's organist is used, an automatic consultation fee is to be paid to the St. John's organist/pianist for music selection and monitoring the use of the piano/organ during the rehearsal and wedding.

If another organist/pianist is requested, they must be a certified organist/pianist and must be approved by the parish organist/pianist. If the organist/pianist wishes to practice prior to the ceremony, they must arrange a time through the church office.

The Music Director is available to cantor for weddings, if the couple wishes.

The Organist/Pianist and Music Director should be contacted at least three months in advance to ensure their availability.

The church does not set the fees for outside instrumentalists or vocalists.

All fees for use of the church or parish hall and all payments to the organist/pianist, maintenance crew and coordinator are due two weeks (14 days) preceding the wedding and should be given to the parish administrator. Not paying results in not being allowed to use the facilities.

Brides and grooms customarily give gifts to or pay those who serve as ministers or altar servers at the wedding. The Church is not responsible for assigning or paying readers, servers or Eucharistic ministers for services.

There is no fee for the clergy, but an honorarium commensurate with other fees is suggested.

*Fee Summary:*

Non-Parishioner	Parishioner	
\$ 800.00	\$ 0.00	Sanctuary fee
\$ 200.00	\$ 150.00	Wedding coordinator
\$ 50.00	\$ 50.00	Musician consultation/use of piano, organ
\$ 200.00	\$ 200.00	Organist/pianist fee ( <i>includes consultation fee</i> )
\$ 150.00	\$ 150.00	Cantor fee
\$ 75.00	\$ 75.00	Sanctuary janitorial fee
<i>Parish Hall (Center) Use</i>		
\$1,000.00	\$ 250.00	Parish Hall use - no kitchen
\$1,300.00	\$ 300.00	Parish Hall use - kitchen
\$100.00	\$ 50.00	Administrator (2 hours) <i>increase of \$10.00 per hour for every hour over 2 hours.</i>
\$ 250.00	\$ 250.00	Damage deposit ( <i>refundable</i> )

\* Fees can be negotiated, if there is need, with the pastor.

*I have read and agree to the terms set forth by St. John's.*

*Contracting Party:*

*Date:*