



Dear Engaged Couple,

We at *Saint Albert the Great Parish* are happy to congratulate you on your intention to marry. We know that this is an exciting time as you prepare to have your love and commitment to each other consecrated in the Sacrament of Marriage. We wish to join with you in this excitement and to help you prepare to celebrate this sacrament.

Because there are so many details and questions from couples preparing to be married, we have formulated the attached guidelines to answer the most commonly asked questions. We hope these guidelines will help alleviate some of the stress you may be feeling as you prepare for this important day. If you have any questions regarding these guidelines, please feel free to contact the parish office for clarification.

To reserve the Parish Center (Church), Hall or Picnic Pavilion, please fill out and return the pages found at the end of this packet

Once again, congratulations! In the midst of your excitement and anticipation we pray that you take time to appreciate the many blessings God has bestowed on you in bringing you together in His love.

Fr. Chris Michelson
689-7011

Saint Albert the Great Catholic Church

Wedding Guidelines

We rejoice with you on your upcoming wedding and we pray that God's blessings will be with you as you make this important commitment. As Catholic Christians, we believe marriage is a holy and communal celebration as well as a reflection of who we are and what we believe as a community. Since the *Saint Albert the Great Parish* Center belongs to all the parishioners, we ask that the following guidelines are followed which will protect both the dignity of the sacrament, as well as the investment made by all parishioners.

To help answer the many questions couples have we offer the following guidelines:

General Guidelines

Diocesan Requirements

In keeping with the Diocesan policy, all weddings must be scheduled at least **four months in advance**.

Each couple must go through a period of instructions with the parish priest **AND** attend either: a) **weekend for the engaged**; b) **weeknights for the engaged** (led by one of our parish deacons) and/or c) **meet with a Catholic Charities Counselor** to take and go over the FOCUS Inventory. NOTE: If a couple is completing their marriage preparation in another Diocese, we must have written verification that all requirements for the Diocese in which the preparation is done have been fulfilled.

Weekends for the engaged begin on Friday evenings and end Sunday afternoons at a nearby retreat/conference center and take place approximately six times a year. The cost is approximately \$250. Additional information can be obtained from the parish office or by the priest preparing you for your wedding. To register call Jason & Carmen Jeansonne at 865/947-2595 or email at Jeansonne@comcast.net

Weeknights for the engaged consists of five two-hour sessions with a host couple at their home. A great deal of flexibility is needed to participate in this program. There is a \$50 fee to attend this program. To register or for more information contact the parish office.

The FOCUS Inventory is administered by a Catholic Charities Counselor. This inventory focuses on helping a couple to explore issues related to marriage (i.e. communication skills, finance, in-law relationships, faith issues, parenting issues and personality styles). The inventory consists in filling out a questionnaire with four follow-up sessions. The cost for taking this test is \$60 and should be paid to the counselor when the test is administered. Contact Catholic Charities at 524-9896 to make arrangements to take this test. Note: At the completion of the FOCUS Inventory Sessions you will be given a certificate which will give you a \$60 discount on the purchase of your marriage license

The Pre-Nuptial Investigation Form, which is required to be filled out by all Catholics wishing to be sacramentally married, should be filled-out by the priest presiding at your wedding.

Baptized non Catholics must supply a copy of their Baptismal Certificates.

Baptized Catholics must notify the church where they were baptized to send a recent copy (issued in the last 6 months) of their Baptismal Certificate.

If either the bride or groom has not been baptized, the priest will help apply for a dispensation.

If either the bride or groom has been previously married (in any church or civil ceremony), then a Catholic Church annulment of the previous marriage or a death certificate of former spouse must be obtained before wedding plans can proceed.

In order for a priest to participate in a wedding taking place at a non-Catholic church, a dispensation must be obtained. The priest celebrating the wedding ceremony will provide you with the proper forms.

The Catholic Church does not normally allow outdoor weddings. Permission for an outdoor wedding may be granted only by the Bishop.

Weddings during Lent are discouraged.

The pastor of *Saint Albert the Great Parish* must approve all wedding plans to be sure that they keep within the spirit of the church's instructions on wedding ceremonies. If you have a question about anything not covered in these guidelines, please contact the office before making your final decisions.

Saint Albert the Great Parish Requirements

Wedding times may not conflict with regularly scheduled parish masses. On Saturdays, weddings may be scheduled between the hours of 10:00am to 2:00pm (2:30pm if the wedding does not include a Mass) or after 7:00pm. Friday evening weddings are allowed and may be scheduled at any time.

Ministers for other denominations are welcome to assist in wedding ceremonies at *Saint Albert the Great Parish*. Please notify the priest or deacon if you will be bringing a guest minister. The priest or Deacon is always the main celebrant at weddings celebrated at *Saint Albert the Great Parish*.

Flower girls and ring bearers are welcomed, but if not at least five years old, they should sit with parents in pews after the procession, and not in the sanctuary with the remainder of the bridal party.

Readers chosen to do the readings at weddings should be picked because of the ability to speak publicly.

Couples must supply their own marriage license.

For insurance and safety reasons, no rice or bird seed may be thrown or handed out on the premises.

Sanctuary furnishings may not be moved in the Parish Center without specific permission of the *Saint Albert the Great Pastor*.

No alcoholic beverages are allowed in the Parish Center at any time.

Changing rooms for both men and women will be provided. Please leave the rooms in the same order and cleanliness as you found them.

Couples wishing to use additional greenery, candles, candle drapes, etc. that are owned by *Saint Albert the Great* should contact Kathy Walker (406-3411). Kathy can let you know what is available for your wedding. Fees for this service are based on the amount of time involved.

Couples can make a voluntary gift to the parish to cover the cost of utilities and cleaning.

Any gift to the celebrant is voluntary.

Parish Center Rental Fees

Rental Fee: One of the following 3 options applies:

- 1) There is **no fee** for the use of the Parish Center by registered (at least one-year) and active (involved in the parish by sharing gifts of time, talent and treasure AND weekly attendance at Sunday Mass) parishioners.
- 2) There is a fee of **\$100.00** for registered (at least one-year) but inactive parishioners (no record of the sharing of the family's time, talents and treasure OR lack of weekly attendance at Sunday Mass) for the use of the Parish Center.
- 3) There is a fee of **\$250.00** for Catholics from other parishes for the use of the Parish Center.

These fees must be paid at the time the church is reserved.

Please note that Saint Albert the Great Parish does not have a janitor or cleaning service. The Church is maintained and cleaned by parish volunteers. All wedding parties are asked to leave the Parish Center, all church furnishings and parish grounds in the same cleanliness and order in which they were found. Your cooperation would be greatly appreciated!

Use of Parish Hall

Saint Albert the Great Parish has a small hall in the basement of the house which can provide sitting at tables for between 120-150 people. There is also an outdoor picnic pavilion and covered grilling area. To reserve these areas, please fill out the form at the end of this packet.

Music at the Wedding

All couples are responsible for meeting with our music director, Maria Armento (389-3463). Exact fees for musical accompanists, soloists and instrumentalists can be obtained from Maria. For planning purposes, you can expect fees for an accompanist to begin at \$100, soloist at \$100 and instrumentalist at \$50. **There is a fee for our services to work with musicians from outside the parish and operate our sound system for them.** These fees should all be paid to the individuals providing the service.

For the protection of our investment in musical and sound equipment, all outside musical accompanists must be approved by Maria. All musicians must play/sing from the designated music area.

Normally Saint Albert the Great allows only live music at weddings.

Only approved church music may be used during the wedding ceremony (after the bride has entered the church). Approved secular music may be performed or sung before the wedding begins.

Florists

The following guidelines should be shared with your florist:

For day time weddings, the florists will be allowed to decorate the church any time that day in advance as long as there are no other scheduled sacramental celebrations. For Saturday evening weddings, no decorations (except altar flowers) can be set up in the church until after the 5:00pm Mass.

No sanctuary furnishings may be moved.

No floral arrangements can be placed on or in front of any sanctuary furnishings (i.e. altar, ambo, etc.) You are welcome to use flower stands owned by the church. Please make arrangements to use these stands before the day of the wedding.

Depending on the church's liturgical season, there may be limitations on decorations allowed (i.e. Advent, Lent, Easter, etc.) If you are unsure, please check with one of the Saint Albert the Great priests.

Candles, flowers, plants or other decorations which are not being donated to the church must be removed before the next regularly scheduled Mass.

It is the responsibility of the florist to clean up any fallen leaves, petals, etc. Vacuum cleaners are available at the Parish Center for this purpose.

Only drip-less candles can be used.

Nothing may be "nailed" or otherwise attached into any *Saint Albert the Great* walls or furnishings

Decorations may not be attached to chairs in any way that may remove the chair finish.

Wedding Consultants / Directors

The priest/deacon celebrating the wedding will direct **all aspects** of the wedding and rehearsal from the point where the wedding party enters the Parish Center (i.e. through the glass doors).

Couples may choose to hire someone to "line them up" and help them get ready, recommend the order of procession and help with other details. This is up to the couple.

Photographers

The following guidelines should be shared with your photographer:

Photographers are not allowed in the sanctuary at any time during the wedding ceremony.

No flash photography may be taken during the wedding ceremony but is allowed during the procession in and out of the Parish Center.

Once the ceremony has begun, photographers should avoid moving around.

All photography sessions must end at least forty-five minutes before the next scheduled parish Mass.

Photographers may not move parish furnishings.

Photographers may not stand on any church furnishings.

Video

The following guidelines should be shared with your videographer:

Please check with the priest to approve all locations for video cameras.

An unmanned video camera may be set up in the sanctuary - check with the priest/deacon for location approval.

All manned video cameras must be stationary during the entire wedding ceremony.

Wedding Service Providers

There are many qualified providers of wedding services. It has been our experience that providers who are parish members and already familiar with our church and procedures help everything to run more smoothly. We have found that our own parishioners take much better care of "their" church when providing services. We therefore recommend you consider the parishioners listed below when making your wedding plans.

Catering

Robyn Wilson
Catering by Cox/Concessions by Cox
(865) 474-1071 (work)
(865) 388-8311 (cell)
www.cbycox@com

Florist

Leonard Palladino
Always in Bloom
865-558-5769
www.alwaysinbloomllc.net

Photography & Video

Deacon Patrick Murphy-Racey Photography
Patrick Murphy-Racey
www.pmrphoto@com
(865) 607-2020

Photography

Jessica Brodka
www.rosewood-photography.com
865-386-1883

Jennifer Brown
www.jenniferbrownphotography.com
Jennifer@jenniferbrownphoto.com
(865) 250-7784

Misc.

Elaine M. Rutherford
Mary Kay Sales Directory
(865) 922-0681
www.marykay.com/erutherford

Danielle Pence
Mary Kay Consultant
520-603-3548
www.marykay.com/depence



A. POLICY ON ALCOHOL AT DIOCESAN AND PARISH FACILITIES

The Diocese and the Bishop of Knoxville have an interest in the safety and welfare of all individuals on diocesan property. Some social events have traditionally served alcoholic beverages. Social customs and legal penalties for drunk driving have challenged past attitudes about the "necessity" and advisability of serving alcohol at family and parish celebrations. The Church opposes excessive alcohol consumption because it disrespects one's own health and the well being of others. If alcohol is served on parish property, it must be done responsibly and in moderation and in compliance with Tennessee law. This will reduce the risk of an alcohol related death or injury, and lessen the risk of damage to facilities and property.

THE POLICY: Pastors, in consultation with parish pastoral councils, are free to determine whether alcohol may be consumed on parish property, or to limit the events at which it may be served. The pastor should know and approve of the presence and consumption of alcohol prior to an event. If alcohol is served on parish or diocesan property, Tennessee law must be observed. The following guidelines should also serve as education and safety elements.

B. TENNESSEE LAW

1. Alcohol shall never be served to, served by, nor consumed by an individual who is under the age of 21 years. Positive proof of age through identification shall be requested of anyone who appears younger than 26 years of age.
2. If alcohol is being sold at an event on church property, a temporary permit/license is required. The event planner should contact the Tennessee Alcoholic Beverage Commission.
3. Alcohol served at an event on parish property must remain on parish property where the event is taking place. Guests are not permitted to carry alcohol away from the event's premises.
4. No one who is intoxicated may be served alcohol. Slurred speech, staggering, stumbling behavior, or poor motor skills are clear indicators of alcohol intoxication.

C. GUIDELINES FOR THE PROPER USE AND SERVING OF ALCOHOL IN HARMONY WITH TENNESSEE STATE LAW

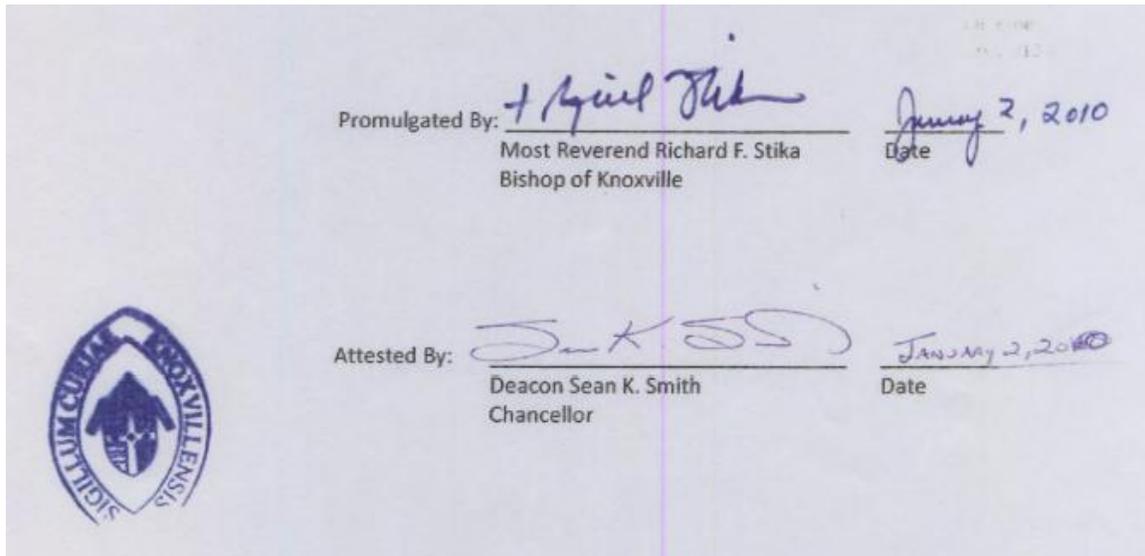
1. Alcohol shall never be served, available or otherwise consumed at a youth event. This includes celebrations of the sacraments bestowed on those under the legal drinking age (including marriage), or any event associated with the parish school, a diocesan high school, or a parish youth group.
2. If alcohol will be served at a non-youth event and individuals under the age of 21 will be present, the pastor shall ensure that young adults present their driver's license for age determination and that such individuals receive and wear a bracelet (as seen below) or are marked with some other identifier (hand stamp).



3. If alcohol is served at an event where an open invitation has been issued, at least one security person per 100 guests shall be present throughout the event. "Open invitation" means that non-parishioners have been invited, and include wedding receptions. A security person is defined as a person who agrees not to drink during the event and who also accepts the responsibility to observe guests for intoxication and/or unruly behavior. The security person may be a parishioner serving on a volunteer basis or he/she may be a hired security guard.
4. Guests should not be allowed to bring their own alcohol onto parish property without the prior approval of the pastor.
5. Only one alcoholic beverage should be served to a guest at a time. The bartenders should be trained and instructed to serve no more than 1 ounce of whisky in a mixed drink, no more than 12 ounces of beer per serving, and no more than 6 ounces of wine per serving.
6. When alcohol is served at an event on parish property, it should be dispensed only by an individual or individuals who are of mature demeanor, and who are at least 21 years old. Such persons should abstain from drinking alcohol during the events.
7. Food, coffee, and non-alcoholic beverages (pop, tea, water, and juice) should be served constantly throughout an event where alcohol is served. Food should be readily available throughout the event. The bar should be closed at a reasonable period of time before the event ends.
8. If a guest appears intoxicated and has transported himself or herself to the event, the event's planner should provide, or otherwise arrange, alternative transportation for the guest. The determination of intoxication may be made through personal observation. Slurred speech, staggering, or poor motor skills coordination.

D. SUGGESTIONS BY THE DIOCESE AND CATHOLIC MUTUAL GROUP

1. Alcohol related liability could financially ruin the event's planner. Many insurance companies offer a "rider" on a homeowner's insurance policy for an event planned by the insured. It is strongly suggested that the event's planner obtain such a rider.



POLICIES OF SAINT ALBERT THE GREAT PARISH

Because it is nearly impossible to anticipate all unusual or special circumstances, policies listed below may receive a one-time exception from the Parish Council or the Pastor for good reason.

“Safe Parish” Policy

(Recommended 9/9/08 - Approved 10/14/08)

Saint Albert the Great Parish joins with all parishes of the Diocese of Knoxville in participation in the “Safe Parish Program.” This program requires all parishioners dealing with children, minors and/or vulnerable adults to: (1) read and sign all appropriate appendices of the Diocesan publication: “Policy and Procedures Relating to Sexual Misconduct;” (2) undergo a background check; and (3) attend and complete the 3-hour VIRTUS training class.

Smoking Policy

(Recommended 10/14/08 - Approved 11/11/08)

Saint Albert the Great Parish is not only concerned with the Spiritual Health of our parishioners, but also with their Physical Health, the *Saint Albert the Great Parish* property shall be a “Smoke Free” campus.

Alcohol Policy

(Recommended 10/14/08 - Approved 11/11/08)

Saint Albert the Great Parish is concerned about the example we set for our young people, *Saint Albert the Great Parish* will not allow alcohol to be served or consumed when anyone under 21 years of age are present at a parish function.

(Also, see attached Diocesan Policy)

Leftover Food

(Recommended 11/11/08 - Approved 11/11/08)

Saint Albert the Great Parish wishes to ensure food left over from an event be put to good use and not wasted or thrown away. Therefore, when there is food left over from an event, the people who brought it should take it home. If they don’t want it, it should be offered to members of the committee sponsoring the event or to parishioners. If there is a large amount of food remaining, it is recommended that it be taken to the Volunteer Ministry Center. In any case, food should **NOT** be left behind or put in the refrigerator.

Re-Cycling Policy

(Recommended 10/14/08 - Approved 11/11/08)

Saint Albert the Great Parish is concerned about being good stewards of our environment. *Saint Albert the Great Parish* will attempt to recycle paper, aluminum, and plastic in the church office and at church functions. We will also try and use environmentally friendly items when prudent (i.e. no Styrofoam products). Clearly marked containers will be provided by the parish and should be used by all parish groups.

Use of Parish Facilities by Parishioners

(Recommended 01/12/2010 - Approved 02/09/2010)

Saint Albert the Great Parish allows parishioners to reserve parish facilities for special occasions. Reservations can be made at anytime, but will not be confirmed until 30 days before the activity is to take place. Note. Parish activities will always have priority over personal activities. Reservations must be made through the church office and 1) be place on the parish calendar; 2) sign that you have pick-up a copy of and will follow all approved parish and diocesan policies; 3) Church grounds and facilities are to be left in the same condition in which they are found; and 4) trash from your activity should be removed from the parish grounds.

Use of Parish Name/Logo’s

(Recommended 01/12/2010 - Approved 02/09/2010)

Saint Albert the Great Parish is pleased that parishioners and parish groups wish to use our name and logos on printed materials and clothing items. All such usage must be approved by the parish office.

Agreement for Use of Parish Facilities

The following agreement is applicable to parishioners who wish to use the facilities at St. Albert the Great Parish for a private event. Please contact the Parish office at 689-7011 for availability prior to submitting this form.

Name of Parishioner Requesting Facility

Phone Number

Date & Hours of Event

Number of Guests expected for event

Facilities Requested:

_____ Multi-Purpose Room & Kitchen

_____ Picnic Pavilion

By signing below I acknowledge that I have received a copy of the Diocesan & Parish Policies and I agree to abide by those policies during my event.

Signature

Date

Marriage Preparation Form

This form must be turned in when reserving the church

Groom

Bride

Full Name _____

Address _____

Home Phone _____

Work Phone _____

Date of Birth _____

Place of Birth _____

Religion _____

Church Attending _____

Baptized Yes _____ No _____ Yes _____ No _____

Previously Married Yes _____ No _____ Yes _____ No _____

Instructions Option Weekend for Engaged _____ Weeknights for Engaged _____

Mass at Wedding Yes _____ No _____ Unity Candle Yes _____ No _____

Wedding Date _____ Wedding Time _____

Maid/Matron of Honor _____

Best Man _____

Place of Wedding Reception _____

Rehearsal Time _____ Place of Rehearsal Dinner _____

Priest/Deacon _____

We have read the attached "Wedding Guidelines" and understand it is our obligation to communicate these guidelines to the appropriate people we will be using for our wedding ceremony.

Signature of Bride

Signature of Groom