

ST. ANDREW CHURCH WEDDING POLICY

Dear Bride and Groom,

We are pleased St. Andrew Church can help you celebrate such a joyous occasion. Your wedding is first and foremost a religious ceremony and thus deserves the utmost respect and dignity, as does our Church, which is a sacred place. That is why we, as a Parish have developed this wedding policy by which we expect you to abide. You should have a copy of *“Preparing A Catholic Marriage Ceremony”* which is published by the Diocese of Jefferson City.

GENERAL INFORMATION

You may...

- Celebrate your wedding at St. Andrew Church on Friday evening or Saturday at or before 2:00. The maximum capacity of the Church is 500 people.
- Only one wedding per day will be scheduled due to limited time on Friday evenings and our Saturday Confession and Mass schedules.
- Be married by a non-parish Priest with permission from our Pastor.
- Take photographs during and after your wedding. The photographers and videographers or their equipment may not be in the sanctuary (from the steps forward) during the entire ceremony.

You and your guests may not...

- Eat or drink anything in Church other than the consecrated bread and wine. The only exception is water for the vocalists.
- Consume alcoholic beverage on church property other than in the rented reception hall and only after the wedding. If there is abuse in this area, the Parish Priest and/or other officiating Priest have the right to cancel the wedding.
- Throw rice, birdseed, confetti or any other material inside or outside in order to prevent hazardous walking. If this happens beyond your control, you are responsible for the clean up.
- Smoke in gathering area, bridal dressing room or outside of church by the front doors.

You must...

- Contact the Church office to reserve the Church and/or reception halls at least six (6) months in advance. Be sure to reserve the church for your rehearsal. You will be asked to sign a rental agreement if applicable.

DECORATIONS

You may...

- Contact the office for assistance with questions about use of the Church and any special decorating requests. Call the office at 896-5010 for the name and telephone number of a contact person.
- Decorate the Church for a Friday evening wedding after 5:00 p.m. Decorate for a Saturday wedding after 8:00 a.m. provided there are no services that day, such as a funeral. Call the office a day or two before the date to check the latest service schedule.
- If a florist candelabra is used, it must be the kind that a wax candle is placed inside a tube to avoid dripping wax.
- Use candles at end of pews only with hurricane lamps and candle tubes. Clamps must be padded to prevent scratching the pews. Please be careful when removing candles to avoid spilled wax.
- Remove parish floral arrangements in the sanctuary, but they must be returned to their original locations after the wedding.
- Use an aisle runner, although they are discouraged because they seldom roll out straight, leaving wrinkles that can trip guests.
- Only use silk flower petals on the carpet or aisle runner. This will avoid staining the carpet.
- Have a unity candle. A suitable stand will be provided. No unity candle shall be placed on the altar.

You may not...

- Move Church decorations for Advent, Christmas, Lent, or Easter seasons without specific permission from the Pastor. If items can be easily moved, an exception can be made.
- Relocate any equipment or furnishings.
- Use scotch or other tape on any wood item or wall in Church
- Use any of the Parish candles.

You must...

- **Designate a responsible person to have the church back in order by 9:00 p.m. for a Friday evening wedding; 3:30 p.m. for a Saturday wedding.** This person will make sure all wedding decorations are removed, programs are picked up in pews and entrances, clean up any debris, place all original Church decorations, i.e., arrangements, kneelers, chairs and candles back in their original location. Please be aware that you can be held liable for any damage caused by your decorations. Please use caution when removing.

MUSIC

You may...

- Employ musicians other than those who currently serve our parish community; however, they should familiarize themselves with our Church's equipment prior to the ceremony. They can schedule a practice time by calling the parish office at 896-5010. Please inform them that they, and you, assume financial responsibility for any equipment used.
- Use the electronic keyboard, piano and sound system.
- Contact the parish office for names of musicians for hire to play or sing during your wedding.

You or your musicians may not...

- Attempt to adjust the Church sound system. Please call the parish office at 896-5010 if you have questions.
- Move or remove any sound equipment or instruments from its normal location.

You must...

- Select wedding music in accordance with the Diocesan regulations, which can be found in *“Preparing A Catholic Marriage Ceremony”*.

BRIDES DRESSING ROOM

You may...

- Use the Brides Room for dressing before the ceremony. Be sure to assign someone to clear the room of personal items and pick up in general after the wedding.

REHERSAL

- While rehearsal is relative informal, please dress respectfully, as you are in the House of the Lord. Tobacco products, beverages or food must never be brought into the Church. This rule applies to the rehearsal, before and after the wedding, and during photographs. Please do not allow any loud talking or shouting in the Church building. Please remind others to keep a respectful attitude in the Church building at all times. Be aware that there is a prayer room adjacent to the main body of the Church where people may be praying. We do not want to disturb them.
- Make plans with the Pastor or Parish Office to pick up necessary keys the day prior to the wedding. Please return keys to the office when you are finished with them.