

## ***St. Bartholomew Church Sharpsville, Pennsylvania***

*Congratulations to you!* Your Wedding is a very special moment in your life and in the life of the Church. We ask you to note several important areas as we plan your Church ceremony.

❖ It is important that you **meet the priest who will preside** at your Wedding liturgy at least six months prior to the ceremony. The real purpose of these meetings is to prepare your minds and hearts for your Marriage: remember please, that the Wedding day is only the first day of a life-long union. The priest will also assist in helping you make arrangements for Pre-Cana or Engagement Encounter and with the required documents for Church and civil validity. No Wedding will be scheduled with an Annulment pending. All Annulments must be fully granted in order to begin the process of Marriage Preparation.

❖ **The Wedding Ceremony.** If both bride and groom are baptized Catholics, the Wedding rite is placed in the setting of the Mass, the Holy Eucharist. It completes the promises of your Baptism as you marry and share the Eucharist with each other and with your loved ones. If one of you is not Catholic or perhaps not baptized, then the Wedding rite is celebrated within the Liturgy of the Word. A Wedding is a celebration of unity: leaving a major part of the assembly not sharing the Eucharist unduly accents the unfortunate incomplete unity of the Christian denominations.

❖ **If the bride and groom do not belong to St. Bartholomew Church;** you must obtain written permission from your pastor to celebrate your Wedding at St. Bartholomew's.

❖ **Rehearsal, Arrival, Departure, and Wedding Times:**

**Weddings** are scheduled for Saturdays at 1:00 or 1:30 PM. A Friday evening Wedding may possibly be scheduled at the discretion of the Church. Weddings are **NOT** scheduled during the Lenten season.

**Rehearsals** are held on Friday evening at 5:00 PM (unless another parish event is being held in the Church Friday evening) Please arrive 15 minutes prior to the scheduled rehearsal.

**Arrival Time:** You may arrive 1 hour prior to your scheduled Wedding time

**Departure Time:** The Wedding must leave the Church by 3:30 PM – this must include cleanup of all Wedding items or it will result in the forfeiture of the facility management deposit.

❖ **Fees:** No fees are charged for any Sacrament in the Church. However, we do require a \$250 facility management security deposit, which is **due three weeks prior to the Wedding.** ALL of this deposit is refundable provided that ALL debris from your Wedding is removed from the Church by 3:30PM the DAY OF the Wedding. The Church, including all dressing and preparation areas, **MUST** be left in an unsoiled condition upon your departure. The refund of this security deposit is left to the sole discretion of the parish staff.

Non-parishioners of St. Bartholomew Church will pay a flat \$500 fee for use of the facility. This fee is non-refundable.

**Altar Servers** are not necessary; but if requested, they will be provided by the Church. It is expected that you offer them a financial gift.

**Musicians** – Musician fees are as follows: Organist - \$200, Cantor \$150. Please note that only St. Bartholomew Cantors and musicians may be used for Weddings at the Church. There are **NO** exceptions. If you have a friend or relative, you may receive permission from the Music Director to have them sing something before the Wedding ceremony. **Musician fees are due three weeks prior to the Wedding date, and are made payable directly to the musicians.** Jim Piccirilli, 724-813-2147, is the Music Director at St. Bartholomew Church and should be contacted ASAP to schedule musicians and to plan all music. All music must be sacred in nature. The Pastor, in consultation with the Music Director, will have the final say in all musical selections.

❖ **Flowers:** We suggest you visit the Church with your florist and plan flower arrangements and placement to enhance the ceremony. We highly recommend using Sharpsville Floral Shop. (724) 962-5775.

***Suggested placement of flowers:***

- The front points of the sanctuary area.
- On either side of the Altar area or behind the Altar area.
- **NOTHING** is to be placed on the Consecrated Altar of Sacrifice
- Bows or flowers may be attached to the pews with rubber bands or pipe cleaners only...no tape.

***There are 25 pews down the center aisle.***

- For safety reasons, the Church does **not** permit aisle runners. If your Wedding day has wet weather, ushers can seat guest from side aisles, then the main aisle will be dry for the Wedding party and the bride.
- Placing flowers in the sanctuary is more than mere decoration...it is part of the worship that is for your Wedding ceremony. For this reason, it seems inappropriate to *“take them back”*. Seeing the flowers from your Wedding on the following Sunday helps people to remember your Marriage in their prayers.
- Please call the rectory with the name and telephone numbers of your florist and photographers.
- **Clean-up!** Please be sure all flower boxes, containers, pew bows, etc. are cleaned up prior to leaving the Church. Failure to do this will result in the forfeiture of your security deposit.

❖ **Photography and Video:** May arrive 1 hour prior to the Wedding time. Photographers should wear proper attire and place cameras and equipment inconspicuously in the Sanctuary before the ceremony. The photographer must speak with the priest/deacon presiding at the Wedding the day of the event. Photographers are not permitted behind the main altar. Photographers should not be visible in the sanctuary...particularly during the exchange of vows and rings, the very heart of the Marriage rite. Since this is a sacred space, it is important that photos be taken with respect and quiet. Please be mindful of Weddings and events that proceed or follow your Wedding and have photos taken promptly. ALL photo sessions must be completed, and the Church vacated by 3:30PM on Saturday. Proper decorum is expected by all during this time. The Church is a sacred space.

**Bride's/Groom's Areas:** The Wedding party may arrive 1hour prior to the Wedding time. The Bride's area is the Social Hall in the Church basement. The Groom's area is the Sacristy, in the back of the Church. *For security reason, we do not recommend leaving personal items in these areas unattended; you do so at your own risk.*

❖ **Unity Candle/Unity Sand:** Are NOT permitted. These elements are not part of the Sacrament of Marriage and thereby do not belong in the course of the Sacred Liturgy. A more appropriate option is for the couple to have the unity candle at the main table during the Wedding reception and to light it during that event.

❖ **Parking:** All parking lots on property are available for parking. Limos and cars for the Wedding party may park in front of the Church in a single lane.

❖ **Receiving Lines:** Because of the time constraints and the time needed for photography, a receiving line is discouraged. An announcement can be made that you will receive your guests at the reception. Please be mindful of events that follow your Wedding.

❖ **Miscellaneous:**

➤ We do **NOT** permit the throwing of rice, birdseed, confetti, flowers, bubbles or anything after the ceremony. Given our schedule, there simply is not time to clean it up. It is also a nuisance for the Wedding party's hair and clothing. We try to have the Church clean and neat when you arrive and hope you will leave it the same way.

➤ The use of wagons, other such decorative conveyances, or animals, is not permitted during the Wedding Liturgy.

➤ *The use of alcohol is not permitted on Church property. Should alcohol be seen, or should the priest have legitimate reason to believe that alcohol is being used, the Wedding will be postponed.*

❖ **Programs:** St. Bartholomew Church does not print Wedding programs, however assistance can be provided. If you are printing your own program you must have the Priest go through your program before you have it printed. We can help you make sure everything is in order.

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We \_\_\_\_\_ and \_\_\_\_\_, hereby agree to the Wedding Policy of St. Bartholomew Church. We understand that violation of this policy may result in the postponement of our Wedding, and that such postponement is at the discretion of St. Bartholomew Church and her delegates.

\_\_\_\_\_  
Bride

\_\_\_\_\_  
Groom

\_\_\_\_\_  
Pastor

Date \_\_\_\_\_