

# Saint Peter Parish Office

720 Arch Street  
Pittsburgh, PA 15212  
(412) 321-0711 ♦ www.stpeterparish.org

## Our Lady, Queen of Peace Church

Corner of Middle and Suismon  
Pittsburgh, PA 15212

## Saint Peter Church

Corner of Arch and West Ohio Streets  
Pittsburgh, PA 15212

### Wedding Policies

#### General Information:

1. **Wedding dates:** All weddings must be confirmed with the parish office at least six (6) months in advance of the ceremony. No weddings may be scheduled to take place on Sundays, during Lent, or on Holy Days of Obligation. Other exclusions may apply.
2. **Documentation:** Any required documentation is to be completed by the priest who will officiate at the ceremony. The pastor of Saint Peter Parish will celebrate the weddings of parish members only. Non-parishioners are to provide a priest or deacon for the ceremony, with the permission of the pastor of Saint Peter Parish. All paperwork, along with permissions and dispensations, must be on file in the Parish Office at least eight (8) weeks before the scheduled wedding date. Please keep in mind that when dispensations or permissions are required (*as in the case of interfaith marriages*), it may take a longer period of time until all forms are completed.
3. **Fees:** After reserving a desired date, the bridal couple is required to complete all preliminary marriage forms and return them with the total deposit within two (2) weeks. The reservation is not considered to be confirmed until the deposit has been received. The deposit should be in the form of a check made payable to Saint Peter Parish for the following:

	<b>Parishioner</b> ( <i>must be registered for 2 years prior to date of wedding</i> )	<b>Non-Parishioner</b>
Fee for use of church	\$000.00 [ <i>no charge</i> ]	\$850.00
Presider	\$200.00	\$200.00
Wedding hostess	\$100.00	\$100.00
Altar Servers (2) required	\$15.00 each	\$15.00 each
Organist	<u>\$150.00</u>	<u>\$200.00</u>
<b>TOTAL DEPOSIT</b>	<b>\$480.00*</b>	<b>\$1,380.00*</b>

\*Fees for music ministries (*cantor, soloists, instrumentalists, etc.*) are to be negotiated separately with the Saint Peter Parish Director of Music.

4. **Cancellations:** All wedding date cancellations are to be made in writing. If a cancellation is received more than one (1) month in advance of the wedding date, one-half of the reservation fee and all of the pre-paid stipends (*presider, hostess, servers, organist*) will be refunded. If a cancellation is made less than one (1) month before the wedding, the entire reservation fee will be forfeited, but the pre-paid stipends will be refunded.

#### Other Requirements:

1. **Marriage Preparation Course**: It is a diocesan policy that every couple preparing for marriage completes this instruction. Attendance at a Sponsor Couple Program, Engaged Encounter, or catholicmarriageprep.com will also satisfy this requirement.
2. **Civil Marriage License**: A civil marriage license is required for all wedding ceremonies and must be presented to the wedding hostess at the wedding rehearsal.

#### Parish Staff:

1. **Wedding Hostess**: The parish wedding hostess will attend the rehearsal and ceremony to assist the wedding party and clergy. A stipend for her services is collected at the time the wedding is scheduled. While couples are free to employ a wedding planner for other aspects of their wedding day, such wedding planners have no authority on the grounds of Saint Peter Parish, and may not be involved with any aspect of the ceremony or rehearsal.
2. **Organist and Musicians**: Only the Saint Peter Parish organist is permitted to play the organ for weddings at Saint Peter Parish. The music should be God-centered and reflect the Theology of the Sacrament of Marriage. Even if organ music is not utilized at your wedding, all instrumentalists, vocalists, and music selections must be approved by the Parish Director of Music. The playing of music from CDs and other electronic devices are prohibited. Days and times for music rehearsal must be scheduled with the Parish Director of Music. Musicians are not present at the wedding rehearsal. Our organist, David Butler, may be contacted at (412) 321-0711 ext. 25; stpetermm@gmail.com; or (412) 595-6878.
3. **Altar Servers**: Parish altar servers will be scheduled unless the bridal couple requests otherwise. A stipend for their services is collected when the wedding is scheduled.

#### Rehearsal:

It is the responsibility of the bridal couple to schedule the rehearsal time with the rectory. The rehearsal time for a Friday wedding is Thursday at 5:30 p.m. Rehearsal times for a Saturday wedding are Friday at 6 p.m. and 7 p.m. Forty-five minutes are allotted for the rehearsal. Please be on time for your rehearsal; otherwise, your rehearsal time will be forfeited.

Everyone is reminded that the church is a house of prayer, therefore, proper attire and conduct are required at the rehearsal and wedding ceremony. The bridal couple is responsible for ensuring that their ushers, attendants and guests behave appropriately.

#### Time of Ceremony:

Friday weddings in Saint Peter Church are at 4 p.m. [*church must be vacated by 5:30 p.m.*].  
Saturday weddings at Saint Peter Church are at 12 p.m. [*church must be vacated by 1:30 p.m.*];  
2 p.m. [*church must be vacated by 3:30 p.m.*]; and 6 p.m. [*church must be vacated by 7:30 p.m.*].  
Saturday weddings in Our Lady, Queen of Peace Church are at 12 p.m. [*church must be vacated by 1:30 p.m.*] and 2 p.m. [*church must be vacated by 3:30 p.m.*].

#### Wedding Ceremony:

A marriage between two Catholics should take place within the celebration of the Mass. The norm for a marriage between a Catholic and a non-Catholic is not within the context of the Mass. A marriage between a Catholic and an unbaptized person may not be celebrated within the context of the Mass.

#### Holy Communion:

If the marriage will take place within the context of the Mass, all Catholics are encouraged to receive Holy Communion. The Sacrament of Penance is celebrated Saturdays at 3:15 p.m. for those who would like to take advantage of receiving this sacrament. Please refer to the church bulletin regarding the location, as well as any changes from the schedule.

#### Liturgical Ministers:

Those who participate in the wedding celebration as liturgical ministers (*readers, psalmist, Eucharistic Minister, etc.*) must be fully-initiated, practicing Catholics. That is, they must be baptized and must have received the Sacraments of First Eucharist and Confirmation.

#### Parking:

During a wedding in Saint Peter Church, parking is permitted in front of the church and on Arch Street by the parking meters. In Our Lady, Queen of Peace Church, parking is available in the parking lot.

#### Flowers:

Live floral decorations may be placed in bobeches around the candles at the altar and/or at the high altar or podium. No flowers may be placed on the altar itself. All floral decorations become the property of Saint Peter Parish and remain in the church for Saturday and Sunday Masses without exception. None of the church's seasonal décor may be removed. Artificial flowers are not permitted to be used in the church. The wedding party is responsible for removing all floral boxes before leaving the church.

#### Bows:

Bows may be used to decorate/reserve pews in the nave of the church. They may be affixed with rubber bands or string. No tape of any kind is permitted.

#### Lattices, Arches, Crash and Other Items:

The use of aisle lattices, arches, crash, and candelabra are prohibited. Also, the use of wagons and strollers to escort infants or little children in the processions are also prohibited.

#### Unity Candle:

The unity candle is not a part of the liturgy of the Roman Catholic Church. If a couple wishes to use a unity candle, the church will provide a table. The candle will be placed on the table in the sanctuary, but not on the altar itself. Couples are advised that the unity candle consists of two (2) tapers and a pillar candle. Couples using the unity candle in the wedding ceremony are required to bring the three candles to the wedding rehearsal.

#### Marian Devotion:

If both parties hold a special devotion to Mary, a presentation of flowers may be considered. The flowers may be placed on the side altar before the statue of the Blessed Virgin Mary.

#### Photographs:

The taking of photos and videos is permitted in the church. However, photographers and videographers are not permitted to enter or place equipment in the sanctuary. Couples are expected to share this information with their photographer/videographer. Couples may have access to the church to take photographs 20 minutes before the start of the wedding. Couples may also have access to the church for a receiving line and to take photographs until the time in which the church is to be vacated [*see Time of Ceremony above*]. Those who are taking pictures or videotaping are asked to keep in mind that the church is a house of prayer, and not a photography studio.

#### Rice, confetti, etc.:

Flower petals, rice, confetti, birdseed, balloons, bubbles, and similar items may not be used on the premises of Saint Peter Parish. Living creatures, including birds or butterflies, may not be released on the premises of Saint Peter Parish, nor may pets and/or other animals serve any role in the wedding.

#### Catholic Website:

For online wedding planning assistance visit [CatholicWeddingPlanner.com](http://CatholicWeddingPlanner.com).

*New Wedding Policies are effective June 15, 2016*