

St. Augustin's Church, Newport Wedding Handbook



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1. MATRIMONY IS A SACRAMENT

The Sacrament of Matrimony is a calling to live out the Christian witness within a married life. We admire your desire to bring your marriage before the Lord. The Sacrament requires a commitment to living out the Christian vocation of married life and giving living witness to the love that Christ has for his Church. It is, therefore, expected that your Catholic faith should be an important part of the lives of those wishing to enter into this Sacrament. St. Augustin's Church is not a "venue" and we will not tolerate being treated as such. If we encounter disrespect for the sacrament or our sacred space at any point during the process, we reserve the right to rescind your privilege to be married in our church.

2. SETTING YOUR DATE AND OTHER IMPORTANT MATTERS

NOTE: We will only communicate with the future Bride and Groom!

Requirements for scheduling a Wedding at St. Augustin's

- A bride or groom registered at St. Augustin's Parish must be a member in good standing and have been a member for at least 9 months.
- Prior to any wedding arrangements, a bride or groom to be must be registered in that parish for nine (9) months and have contributed to the support of that parish. Brides to be who register at a parish for the sole purpose of being married here or "using" the Church will not be accepted.
- Catholic parties wishing to celebrate the Sacrament of Matrimony at St. Augustin's must give evidence of their regular attendance at Sunday Mass and the reception of the Sacraments. No definite plans may be made for the marriage until such a commitment has been evidenced.
- All couples are to participate in the Diocesan approved program of Preparation for Marriage.
- A bride or groom who has moved away and whose parents are registered members in good standing and who regularly contribute to the support of St. Augustin's Church will receive due consideration. However, the bride or groom must be an active member of their new local church.
- Summer "dual-resident" members of St. Augustin's Parish will also receive due consideration. Special permission by one's home pastor must be granted to register as "dual-resident" members of St. Augustin's Parish.
- St. Augustin's is a Stewardship Parish that asks its parishioners to share of their time, talent and treasure. Non-registered couples, therefore, are asked to contribute to St. Augustin's a gesture of good will to support the life of our parish.

RESPONSIBILITIES BEFORE YOU SET YOUR DATE:

1. Gather needed documents and send only copies in one package before you inquire:
 - a. You will need a new copy of your baptismal record (re-issued in the last three months).
 - b. You will also need new copies of your First Communion and Confirmation records (if those entries do not appear on the Baptismal record).
 - c. Non-Catholics will need a copy of their birth certificate and two letters from family members stating that he/she has never been married in any way before.
 - d. You will need a letter from your local parish priest stating that you are a Catholic in good standing and that you have been a member at your local parish for at least 9 months. And that he will take the responsibility of preparing all your paperwork.
 - e. A letter from both the bride and the groom expressing why a Catholic Wedding is important to the couple and please tell us about your faith journey as individuals and as a couple.
2. Contact our Office Wedding Coordinator, **Lisa Sullivan**, for the sole purpose of verifying that we have received the above documentation. Once we receive your documents, only then will we discuss a date for your wedding. Always remember that the wedding comes before the reception, and so, be sure you make arrangements for the Church prior to booking your reception site.
3. Your documents will be submitted to the pastor. Only after receiving the pastor's approval will the wedding date be set.

RESPONSIBILITIES AFTER YOUR DATE IS SET:

1. Meet with your local priest for the required Pre-Marital Investigation.
2. Make arrangements for a marriage preparation program. These are offered at various times and places around the state. If you are from out-of-state, you may participate in a program from your home diocese.
3. Contact St. Augustin's to begin making arrangements for the wedding ceremony music at least three months prior to your wedding.
4. (optional) Contact a soloist to begin making arrangements for the wedding ceremony.
5. Contact Sister Josephine, our Pastoral Assistant at 849-8702 three months prior to your ceremony. She will assist you in selecting the readings and will explain the finer details of the Catholic Wedding Ceremony.
6. Be sure to obtain your **marriage license** well in advance (one month) and **bring it with you to the REHEARSAL**.
7. Pay major church fees within two months after registering for your wedding date.
See Financial Arrangements section below.
8. Pay all minor fees / gratuities one month before the Wedding Day.
See Financial Arrangements section below.
9. Verify the date and time of your wedding by filling out St. Augustin's Ceremony Check List form and returning it at least two weeks before the wedding. BE ON TIME.
10. Finally, relax and enjoy your preparations and your Wedding Day. Focus on the truly important things that will create fond memories and contribute to the overall happiness of your marriage.

3. REGULATIONS REGARDING THE USE OF ST. AUGUSTIN'S CHURCH

Scheduling

Weddings on Saturday are to be scheduled no later than 1:30 PM. There are no weddings on Fridays, Sundays or holidays.

Rehearsals

All parties involved in the rehearsal are to be present at least five minutes before rehearsal time. All rehearsals are held promptly at 4:00 PM on the day before the wedding. Your wedding rehearsal should take less than an hour. We will not wait for late arrivals.

Parking for Rehearsal

Parking lot will be open. The side door will be unlocked. All participants will enter the Church through this door. **The wedding coordinator will inform the wedding party of these details beforehand.**

Wedding Day

Ushers are to be present at the Church at least one half hour before the ceremony.

The Groom and Best Man should be in the Sacristy at least one half hour before the wedding. The Bridal Party should arrive at least ten minutes before the ceremony.

PUNCTUALITY FOR REHEARSALS AND THE WEDDING CEREMONY IS ESSENTIAL.

Punctuality is a sign of respect for all involved parties. Weddings beginning later than 10 minutes after the agreed start time will forfeit their "Late Arrival Deposit." Any weddings which linger in our Church after the ceremony will also forfeit this fee.

Decorations:

In as much as St. Augustin's Church has such natural beauty, all floral arrangements will be placed within the Sanctuary, and should be in keeping with proper Church etiquette and remain in the Sanctuary following the ceremony. Bows, flowers and other decorations may not be placed on any of the pews.

Photographer:

Photographs and videos may be taken during the ceremony but discretion is advised. Please instruct your photographer to introduce him/herself to the priest before the ceremony. The dignity of the Liturgy should never be interrupted. No photos are allowed after the ceremony.

Carpet / Aisle Runner:

St. Augustin's does not allow the use of any carpet. Tile floors covered by carpet / aisle runner create a safety hazard.

Kneelers:

Please alert us if the bride and groom prefer to sit rather than to kneel throughout the ceremony.

Rice and Confetti:

The throwing of rice, confetti or other material in or around the Church is prohibited.

Receiving Lines:

Receiving lines are not permitted within the Church or in the outdoor courtyard. After the wedding ceremony, all wedding party members and guests are encouraged to proceed directly to the reception site. As weekends at St. Augustin's are very busy, ample time is needed to prepare the Church and parking lots for the scheduled Masses. Your consideration in this matter is greatly appreciated.

Parking:

Please inform your guests that we have limited parking available. All cars must be removed from the parking lots immediately following the ceremony so that people coming to later Masses may have room to park. Cars left in the parking lots will be towed. The towing company number is 847-4000. Parking for the wedding rehearsal is available in the church parking lot.

Additional notes:

The bride and groom are encouraged to receive the Sacrament of Penance some time before your wedding. There is nothing quite like starting with a clean slate between you and God!

If you plan on living within St. Augustin's Parish boundaries after your marriage, please return to the Parish Office in the near future to register as a family.

4. FINANCIAL ARRANGEMENTS

Church Fee: Payable immediately upon registering for your date.

For Registered Parishioners: \$200.00.

Please make check payable to **St. Augustin's Church.**

For non-registered couples (with special permission):

Our Wedding Coordinator will discuss your fee with you.

The remaining fees are payable one month before the wedding date.

Late Arrival: **\$200.00.** Made payable to CASH.

Your "Late Arrival" check will be returned to you if your wedding starts at the agreed upon start time. You will forfeit this if your ceremony starts 10 minutes later than the agreed upon time.

Organist: \$200.00. Contact Sister Josephine 3 months before your wedding at 849-8702 to set up an appointment to choose your wedding music.

Soloist: As contracted. Please make separate check payable to the Soloist you chose from a list, in consultation with the Music Director.

Celebrant: Fr. Kris von Maluski (Pastor of St. Augustin's) does not receive a stipend; therefore, it is customary to give him a gratuity (amount at your discretion).

If St. Augustin's provides a celebrant other than Fr. Kris, then St. Augustin's will collect your stipend to give to the priest directly.

Pastoral Assistant:

Sister Josephine will assist the bride and groom with the choosing of readings and will explain the finer details of the ceremony. She will be there at the rehearsal and on the day of the wedding to see that everything runs smoothly in the Church. Three months prior to your wedding, contact Sister Josephine at 849-8702 to make arrangements. Please be sure to show her your appreciation.

Altar It is traditional to offer them a monetary gift of \$20.00 each.

Servers: Altar Servers will be provided only upon request.

5. GUIDELINES FOR PHOTOGRAPHERS AND VIDEOGRAPHERS

In order to insure that the dignity and reverence proper to the celebration of any Liturgy in the Church be maintained, we are offering the following guidelines for any photographer and/or videotaping in St. Augustin's Church:

- All photographers and videographers, amateur or professional, must follow these guidelines: They are not permitted to operate anywhere within the Sanctuary area of the Church.
- No extra lighting may be used for camera work anywhere in the Church.
- No extra microphones shall be attached anywhere in the Church.
- Photographers are not permitted to wander around the Church during the Wedding Ceremony of the Celebration of the Mass. They may **not** stand in the Center Aisle during the Mass.
- Photographers should not hinder the procession of the wedding party either entering or leaving the Church.
- Before the arrangements for photography/videotaping are made, the couple should discuss with the priest the use of picture taking in the Church to avoid any difficulty later. The photographer should introduce himself/herself to the Celebrant before the ceremony to receive any last minute instruction or to ask any questions.

These guidelines are necessary to prevent annoying distractions and intrusions during the ceremony and to maintain proper reverence and devotion during the liturgical celebration. We hope that everyone will understand and respect these rules and abide by them.

6. GUIDELINES FOR WEDDING EVENT PLANNERS

St. Augustin's does not invite Wedding Event Planners to the Wedding Rehearsal or to the Wedding Ceremony. Catholic Weddings are sacred and are best left in the hands of our coordinator who understands the sacramental nature of the Catholic Wedding Ceremony. So to state it clearly - Once the bride and groom enter the doors of our church - we are in charge – your Wedding Event Planners stay outside.

7. MUSIC POLICY AT ST. AUGUSTIN'S

Contracting of St. Augustin's Organist

Contact St. Augustin's, Sister Josephine, to begin making arrangements for the wedding ceremony music. You may contact her immediately upon having your date set but no later than three months prior to your wedding. Additional rehearsals, contacting and exceptional situations may cost extra. Contact should be made at least three months before the wedding.

Contracting of Singer(s)/Other Musicians

The couple should consult Sister Josephine before contracting musicians, including singers, for the wedding. Their fees usually range from \$100 - \$200. **If you contract singers or other musicians please note that the couple is solely responsible for the fulfillment and payment of those contracts. These fall outside St. Augustin's jurisdiction.**

Music Selections

As the wedding ceremony is in context of the Mass, it is important to remember that all music selections should be *sacred* as opposed to *secular*. That is, the music, particularly sung music, should be religious in nature. For this reason, all music selections must be approved by our Director of Liturgical Music. It is advisable to contact our organist as soon as the wedding date has been arranged.

There are currently several "wedding music" CDs on the market, serving as excellent guides to selecting music for the wedding ceremony. These discs can be found in most record stores. In addition, the organist and soloists can suggest music for the ceremony.

When planning your wedding ceremony music, the couple should consider the following:

- * Seating of the Mothers (optional)
- * Bridesmaids' Processional
- * Bridal Processional
- * Responsorial Psalm
- * Offertory
- * Communion
- * Recessional

All questions regarding wedding music should be directed to the organist.

8. WEDDING REHEARSAL AT 4:00 PM

Please be prayerfully silent as the Blessed Sacrament is present.

We begin promptly at **4:00 PM**. Only those involved in the wedding ceremony should be present (Bride, Groom, ushers, bridesmaids, parents, ring bearer, flower girls, readers, etc.) Time will be spent arranging everyone and walking through the ceremony so that everyone will feel comfortable on the wedding day. Make sure that any last minute changes are discussed and questions answered. The Church and parking lots will be secured after the rehearsal. Please be sensitive to this. Thank you.

The Wedding Party will go immediately towards the altar and will be seated in front pews.

1. Opening prayer – Let us pray together the Our Father and ask the Lord to guide us today and tomorrow. “Our Father” (recited by all).
2. The two readings and Prayer of the Faithful will be practiced.
3. BEFORE THE REHEARSAL make a list of the way you want the procession to process: Example – will the maid of honor, bridesmaids, and ushers walk in single file, as a couple, etc. and give the list to Sr. Josephine.
4. The procession down the aisle will be rehearsed.
5. Reminder regarding punctuality for the wedding – procession of Bride and attendants begin on time.
6. Announcement regarding removal of automobiles after the rehearsal and tomorrow also.
7. At the rear of the Church all will join in a closing prayer.

9. WEDDING DAY REMINDERS

BE ON TIME!!!!

Summer Traffic in Newport can be horrendous. The Jamestown and Newport Bridges can be backed up for miles. Please inform your wedding party and guests that the ceremony will not be delayed. It causes great stress! It is not fair to your guests or to St. Augustin's staff.

Groom and Best Man:

The groom, best man and ushers should arrive at least 30 minutes before the wedding. The groom and best man should go to the Sacristy and wait there for the beginning of the ceremony.

Ushers:

- Greet and escort guests to their seats.
- The main door of the Church will be used for the wedding. It will be closed after the bride has entered.
- Ushers do not seat anyone after the bride has arrived and the mother of the bride has been seated.
- If the ushers are not in the procession, they will take their places in the first pew before the procession begins. Otherwise, they will gather at the front door and prepare to process in with the bridesmaids.
- Remember that you are in the house of the Lord and proper decorum is expected.

Bride:

Please arrive at least fifteen (15) minutes before the wedding is scheduled to begin. It is not polite to keep your guests waiting. If there is a problem, please call one of your ushers so that he can keep everyone informed. SUMMER TRAFFIC in Newport is horrendous!!!

Wedding Party:

Please assemble at the door immediately and prepare to process in. The Ceremonial Consultant will direct the activities in the back of the Church and will inform the Celebrant when everything is ready.

10. GUIDELINES FOR RECEIVING COMMUNION

For Catholics

Catholics fully participate in the celebration of the Eucharist when they receive Holy Communion in fulfillment of Christ's command to eat His body and drink His blood.

In order to be properly disposed to receive Communion, communicants should not be conscious of grave sin, have fasted for an hour and seek to live in charity and love with their neighbors. Persons conscious of grave sin must first be reconciled with God and the Church through the sacrament of Penance. A frequent reception of the sacrament of Penance is encouraged for all.

For Other Christians

We welcome to this celebration of the Eucharist those Christians who are not fully united with us. It is a consequence of the sad divisions in Christianity that we cannot extend to them a general invitation to receive Communion. Catholics believe that the Eucharist is an action of the celebrating community signifying a oneness in faith, life and worship of the community. Reception of the Eucharist by Christians not fully united with us would imply a oneness which does not yet exist, and for which we must all pray.

For Those Not Receiving Communion

Those not receiving sacramental Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and with one another.

For Non-Christians

We also welcome to this celebration those who do not share our faith in Jesus. While we cannot extend to them an invitation to receive Communion, we do invite them to be united with us in prayer.

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