



ST. MARY'S CATHEDRAL
of the
IMMACULATE CONCEPTION
Portland, Oregon



WEDDING CELEBRATIONS AT ST. MARY'S CATHEDRAL
Policies & Procedures

1716 NW Davis Street
Portland, OR 97209
503-228-4397
www.maryscathedral.com



Sunday Collection

Congratulations on your engagement and upcoming marriage! We share your joy and look forward to celebrating the Sacrament of Holy Matrimony with you at St. Mary's Cathedral.

Given marriage is a sacrament whereby a husband and wife offer themselves in a free, full, faithful, and fruitful manner, this union reflects Christ's love for his Bride, the Church.

Therefore, **the policies and procedures at St. Mary's Cathedral honor the sacred character of this sacrament.**

St. Mary's Cathedral is the "mother church" of the Archdiocese of Portland, OR and is the bishop's church. Thus, it is the responsibility of the Cathedral to model good liturgy, respect liturgical norms and maintain a decorum worthy of a sacred place.

- I. Contact the office, 503.228.439, at **least 6 months** prior to your desired wedding date. In this initial contact, information such as faith of both parties, a non-refundable fee of \$200 to reserve a date (payable either online via our website, mailed check or cash will suffice), additional fees, wedding date, marriage preparation, presider, and more will be discussed (see IV).

Note: if this is not a first marriage for you or your fiancé, or if one of you is not Catholic, please speak to your priest before planning begins

- II. Once an initial contact has been made, a meeting with Msgr. O'Connor (goconnor@archdpx.org) will be scheduled
- III. Marriage Preparation. A deacon or priest will lead the couple through marriage preparation. During this time, other documents will be completed.
 - 1) **Baptismal certificates.** Please send an official copy from the parish you were baptized at no more than 6 months before the wedding.
 - 2) **Freedom-to-Marry Forms.** A priest or deacon will interview the bride and groom individually. Both will complete a freedom-to-marry form that attests their willingness and freedom to marry.
 - 3) **Witness Testimony Forms.** A priest or deacon will interview 2 witnesses each for the bride and groom. Witnesses should be relatives or close friends who can answer questions regarding your freedom to marry.
 - 4) **Oregon State Requirements.** An Oregon marriage license must be purchased within 60 days of the marriage (purchase at least 3 days before the wedding to comply with Oregon's 3-day waiting period). The license should be sent to St. Mary's Cathedral for recording and afterwards it will be forwarded to the county the license was purchased in. Certified copies are available 2 weeks after the marriage. Applicants must be at least 18 years old.
 - 5) **Certificate of Marriage Preparation.** At the end, a certificate of completion should be received.

IV. Meet with St. Mary's Wedding Coordinators. The wedding coordinators will help plan the wedding and pick readings. The wedding coordination fee is \$400 (coordinators get paid separately either check or cash at the rehearsal or wedding day), and they will reach out to you as you get closer to the wedding date.

V. Marriage Liturgy

If both parties are practicing Catholics, the Sacrament of Matrimony should take place within a Nuptial Mass. Marriages between a Catholic and non-Catholic Christian (or a non-baptized person), take place within the Rite of Marriage outside of Mass.

- 1) Times for weddings. Weddings at the Cathedral are scheduled on Saturday, either at 10:30AM (the wedding party has use of facilities from 8:30AM until 12:30PM) or at 2:00PM (the wedding party has use of facilities from 12:30PM until 4PM)
- 2) Rehearsals. Rehearsals are scheduled on Friday either from 1:30PM until 3:15PM or from 3:30PM until 5:15PM.
- 3) Music. St. Mary's wedding coordinators will connect the couple to the Director of Sacred Music, Angela Westhoff-Johnson. Angela will assist the couple in choosing music. St. Mary's Cathedral follows the guidelines of the Catholic Church regarding appropriate music for liturgical celebrations, including weddings. *No outside musicians are permitted.* If the party wishes, an outside singer may present ONE song. The cost per musician is \$250 and they get paid separately either check or cash the day of the wedding.

VI. Photographers and Videographers

Photographers and videographers are permitted to take pictures and video around the altar before and after the ceremony. They may also use the courtyard.

Flash photography may be used during the opening processional as well as the closing recessional.

Once the bride and groom are in place at the altar and during the ceremony, NO flash photography is permitted. Photographers and videographers are never permitted up the steps of the sanctuary (around the altar) during the wedding ceremony.

Photographers and videographers should remain unobtrusive throughout the ceremony, respecting the sacred character of the Cathedral and the wedding itself.

VII. Flowers

Couples make their own arrangements for flowers. Before ordering, please check with the wedding coordinators to make sure the flower arrangements are appropriate for the Cathedral and liturgical season.

Please note:

- 1) Flowers are never placed on the altar, nor should their placement touch the altar.
- 2) The wedding party is also responsible for the removal of the flowers after the ceremony.
- 3) If the wedding is scheduled within 2 weeks of Christmas Day or one week after Easter Sunday, the wedding party must use the floral arrangements in the Cathedral.

VIII. Other Considerations

- 1) The standard practice at the Cathedral is to have four lit candles around the altar. Other candles are not permitted including unity and sand candles.
- 2) Altar servers are welcome as requested by the couple, but generally not needed. Should the couple request altar servers, they should arrive 15 min before the ceremony.
- 3) Rice and birdseed are never permitted in the Cathedral or on Cathedral steps. Flower petals are not allowed either as this presents a slipping hazard.
- 4) If either party are deemed to be under the influence of alcohol and/or drugs, then the marriage cannot take place.

VIV. Fee Breakdown

- 1) There is a non-refundable \$200 reservation fee given at the time the date is set. This may be paid online via our parish website (www.maryscathedral.com), check or cash
- 2) There are 2 categories of fees for weddings at St. Mary's Cathedral:

Parishioners

A parishioner is a member who has consistently attending Sunday Mass at the Cathedral for at least 6 months. The cost for the use of the Cathedral by a parishioner is \$600 (this does not include the Cathedral wedding coordinators or musicians). This may be paid via our parish website (www.maryscathedral.com), check or cash.

Non-parishioners

Couples who are parishioners at another parish must have their pastor contact Msgr. O'Connor. The cost for the use of the Cathedral by a non-parishioner is \$1,500 (this does not include the Cathedral wedding coordinators or musicians). This may be paid via our parish website (www.maryscathedral.com), check or cash.

- 3) Fees for the use of the Cathedral are the property of the Cathedral (not the priest/deacon who celebrates). The bride and groom will receive an invoice by mail, payable to St. Mary's upon receipt.
- 4) If a couple wishes to give an honorarium to the priest or deacon presiding, it should be clearly indicated with his name and given to him personally.

Checklist of Wedding Policies and Procedures

- Call parish office at 503.228.4397
- One or both parties are a practicing Catholic
- Appointment scheduled and approval from Msgr. O'Connor
- Wedding date/time confirmed and \$200 non-refundable reservation fee paid (online via our website, www.maryscathedral.com, check or cash)
- Met with St. Mary's wedding coordinators who assist the couple with planning (i.e., readings, music, flowers, photography/videography, rehearsal).
- Parishioner fee for the use of the Cathedral \$600 OR non-parishioner fee \$1500 paid one month before the wedding (this can be paid online via our website, www.maryscathedral.com, check or cash)
- Completed the necessary documents (see II) and provided the name and contact information of the priest or deacon presiding if different from Msgr. O'Connor
- Paid wedding coordinator at rehearsal (\$400). Wedding coordinators are paid separately either check or cash
- Paid musicians before wedding begins (\$250 per musician). Musicians are paid separately either check or cash

**Before the wedding begins, please ensure musicians and wedding coordinators have received payment*

Wedding Fee Breakdown

- 1) \$200 non-refundable fee to reserve a wedding date
- 2) \$600 parishioner fee or \$1500 non-parishioner fee for use of St. Mary's Cathedral
- 3) \$400 wedding coordinator fee
- 4) \$250 per musician

**Presider, floral and photography/videography fees are separate from the ones listed above at St. Mary's Cathedral*

Wedding Policies and Procedures Agreement

St. Mary's Cathedral
Portland, OR

I have read and understood the wedding policies and procedures for St. Mary's Cathedral in Portland, OR. I will abide by all of these.

Bride _____

Groom _____

Date _____

Please return this signed form to the Cathedral with your reservation fee



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