

ST. LEO THE GREAT  
CATHOLIC CHURCH  
WINSTON-SALEM, NORTH CAROLINA

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# WEDDING GUIDELINES

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*May the Lord Jesus,  
Who was a guest at the wedding in Cana,  
Bless you and your families and friends.*

## MESSAGE FROM THE PASTOR

Peace and Blessings!

Welcome to Saint Leo the Great Catholic Church. We welcome you and offer the assurance of our prayers and support as you make plans to celebrate your marriage. A common theme that runs through all programs for marriage preparation is taken from Engaged Encounter, "*A wedding is a day, a marriage is a lifetime.*" We want to share the best that we have with the hope that your wedding and your marriage will be all that you hope for.

This booklet along with other materials that we will share with you should help us to work together. Please know that you have a special place in the prayers of this **community of faith at Saint Leo's. We look forward to** assisting you as you prepare for a lifetime of sharing your lives together in the Sacrament of Marriage.

God be with you always,

Rev. Brian J. Cook

Reverend Brian J. Cook  
Pastor

## YOUR WEDDING TEAM

As you begin to plan your Saint Leo's wedding, the following staff will assist you in the details of marriage preparation, planning your wedding ceremony and music.

Marilyn Bertelsen, Wedding Coordinator 724-0561  
*for assistance with the planning and organization of the wedding and rehearsal*

**Michael Martinez**, Director of Music 724-0561  
*for coordinating music and musicians for the wedding*

Mary Beth Young, Pastoral Assistant 724-0561  
*for scheduling and marriage preparation*

## PARISHIONERS

Our parish church is reserved for the celebration of the sacraments of registered and active Saint Leo parishioners and their families.

## NON-PARISHIONERS

In order for a non-parishioner to schedule a wedding at Saint Leo the Great Catholic Church, the following requirements must be made:

1. An individual requesting to be married at Saint Leo must be an active member in good standing for a minimum of three months before confirming a wedding date and/or beginning the formal six months of marriage preparation.
2. An individual who is registered less than three months may request to be married at Saint Leo when a letter is presented to the pastor of Saint Leo from the previous parish. This letter should state that the individual was registered and regularly practiced the Faith in the former parish.
3. Practicing adults from outside of the parish whose parents are active parishioners in good standing at Saint Leo may request to be married at Saint Leo. A letter must be presented to the pastor of Saint Leo from the parish of the individual. It should state that the individual is registered and regularly practices the Faith. With the approval of the pastor of Saint Leo, the marriage can be placed on the church calendar.
4. A priest from Saint Leo must approve a visiting priest/deacon to officiate at a marriage before the marriage date can be placed on the church calendar.
5. If there is not to be a Nuptial Mass, a deacon may be asked by the pastor to preside at the ceremony.
6. The pastor can place a marriage date on the church calendar up to but no more than eighteen (18) months in advance. No date can be given until the priest or deacon has undertaken a pre-nuptial investigation.

## MARRIAGE PREPARATION

Marriage preparation at Saint Leo begins with an appointment with our pastor, Father Brian J. Cook. During your meeting, Father will review the marriage preparation process, required paperwork and create your FOCCUS Pre-Marriage Inventory. This self-diagnostic inventory is designed to help couples learn more about themselves and their unique relationship. At that time, you will also be enrolled in our *Today and All the Days of Your Life* program. You will join Facilitator Couples and engaged couples in a series designed to offer information and support before you commit to your life-long vocation. We offer several series each year and work with you to confirm your attendance.

## APPOINTMENTS

Please treat your appointments with the priest, wedding coordinator, and music director as you would an appointment with any professional, such as your doctor or lawyer. Please schedule your appointment with the wedding coordinator 1 -2 months prior to the wedding. The Saint Leo staff will do all it can to accommodate your schedule; please realize that our schedules are equally busy and busiest on the weekends, when we have baptisms and regularly scheduled Masses in addition to weddings. Time is a precious commodity. Please have the courtesy to keep your appointments and be on time.

## WEDDING DATE AND TIME

Weddings may be scheduled *only* on Saturdays at either 11:00AM or 2:00PM.

## WEDDING REHEARSAL

Rehearsals are scheduled on Friday evenings at 6:00PM. All rehearsals will be directed by the wedding coordinator and/or the priest witnessing the vows.

*No outside wedding consultant or coordinator is necessary or permitted at any time.*

Marriage license and the wedding rings must be received on the evening of the rehearsal. Wedding rings will be kept in a safe overnight here at the church.

Please note that any ethnic traditions that are to be part of the ceremony will be part of the rehearsal, as well. Marriage license information can be obtained at: [www.co.forsyth.nc.us/ROD/assets/documents/](http://www.co.forsyth.nc.us/ROD/assets/documents/Marriage_License_checklist.PDF)

[Marriage\\_License\\_checklist.PDF](http://www.co.forsyth.nc.us/ROD/assets/documents/Marriage_License_checklist.PDF)

## PHOTOGRAPHY

In order to preserve the solemnity of the Sacrament and prevent misunderstandings, please request your photographer to consult with the priest regarding the taking of pictures during the ceremony. Church furniture or appoint-

ments are not to be moved by the photographer, florist or any member of the wedding party. Photographers' pictures taken before the start of the wedding must be completed no later than one-half hour prior to the start of the wedding to allow sufficient time for all attendees to be seated. An additional 20 minutes will be permitted for post-wedding pictures inside the church. Due to church time constraints, this is to be done immediately after the wedding; therefore, a "receiving line" is not permitted here at the church. The church will be closed after the allotted 20 minutes has expired. Please instruct your wedding party to remain respectful during this time. Photographer MUST wear appropriate attire.

## DECORATIONS

No decorations may be attached to any pews or furnishings of the church without prior approval, and under no circumstances is any tape or other adhesives to be used. Decorations, if approved, may only be attached to pew ends with ribbon or plastic clips.

## FLOWERS

Wedding floral arrangements on either side of the altar are normally quite sufficient. Arrangements placed in front of the altar may not rise above the altar table itself. No flowers or other greenery may be placed on the altar. If there are multiple weddings on one day, bridal parties are encouraged to share the cost of wedding flowers. Our general guideline is to strive for simple elegance. Generally speaking, it is customary for wedding flowers to be left in the sanctuary for the church's weekend masses. Notice of flower donation in celebration of the wedding will be put in the weekly church bulletin.

## CANDLES

The only candles permitted are the ones presently in the sanctuary, which will be lighted for the ceremony. No additional candelabras, hurricane lamps, or candles of any other type may be used in the aisles. The so-called "Unity Candle" is not an actual part of the marriage rite and is more appropriately displayed at the reception.



## INSURANCE AND SAFETY CONSIDERATIONS

Insurance regulations prohibit us from allowing aisle runners. No rice, seed, confetti, flower petals or similar materials are to be thrown anywhere on the church premises before, during or after the wedding. Although we do not re-

quire a damage deposit, one will be assessed in the event of any damage to the premises.

## FAMILY ROOM

The Msgr. Showfety Room is available to the bride and bridesmaids one and one-half hours prior to the scheduled time of the wedding for dressing and preparation. It is customary for the men in the wedding party to dress before coming to the church. This room is for the bride and her parents and bridesmaids only. It is not for guests who want to visit with the bridal party. No food or drink other than bottled water is permitted in this room. No food or drink of any sort is allowed in the sanctuary. Consumption of alcoholic beverages on the property will not be permitted or tolerated. *Please discard of all trash before leaving for the day.*

## MUSIC

Music is an important part of a wedding ceremony. It is used to set the tone and atmosphere prior to the wedding, it communicates a sense of worship, and **it provides a beautiful description of the couple's love and commitment.** All musical selections in the ceremony should communicate a message that honors love and marriage as established by God. The music to be used in your wedding must be approved by St. Leo's Music Director. If outside musicians, such as flutist, violinist or trumpeter, are requested, permission must be given by the music director. Extra fees may be required for additional rehearsals with instrumentalists or soloists.



## FEES

The total fee due to Saint Leo Catholic Church for a wedding is \$1,000. This fee includes the church rental, clergy stipend, organist, coordinator, cantor and parish-provided liturgy aids/programs. **You will receive an invoice 30 days prior to the wedding date, with payment due no later than 7 days before the wedding.** Please make checks payable to "St. Leo Catholic Church" and either mail to or drop off at the Church office. Additional musician fees or special requests will incur additional costs, and must be paid directly to the musician. Please note that financial limitations will not preclude a wedding at Saint Leo Catholic Church.

*Fees are broken down as follows:*

Rental/Programs: \$250.00

Organist: \$200.00

Clergy Stipend: \$150.00

Cantor: \$150.00

Wedding Coordinator: \$250.00

## QUESTIONS?

The process of planning a wedding can be overwhelming... so many details, so many decisions to make. At St. Leo the Great Catholic Church our goal is to help guide you through what can be a confusing time. Our prayer is that Jesus will be the center of and God will be glorified by every aspect of your wedding ... from the planning, to the ceremony and reception, to the beginning of your lives together. And our desire is to help you in every way that we can. If you have any questions that have not been answered in these pages, please contact Mary Beth Young at 336-724-0561.



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*But Ruth said, "Do not ask me to abandon or forsake you! for wherever you go I will go, wherever you lodge I will lodge, your people shall be my people, and your God my God. Wherever you die I will die, and there be buried. May the LORD do so and so to me, and more besides, if aught but death separates me from you!" - Ruth 1:16-17*



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