



## The Celebration of the Sacrament of Matrimony St. Thomas the Apostle Catholic Church General Information



*We at St. Thomas the Apostle are delighted to walk with you as you prepare to celebrate the Sacrament of Marriage. We welcome you and want to support you in your journey of faith in the company of this parish community and the Catholic Church. Please do not hesitate to contact the parish office with any needs, questions or concerns*

**Scheduling:** The celebration of the Sacrament of Matrimony (marriage) is not only about a wedding, but a life-long commitment to God and spouse. Therefore the preparation process requires contact and registration with the parish at least 6 months prior to the intended celebration of a wedding

- Typically weddings are scheduled for a Friday evening or Saturday early afternoon around the other events/liturgies in the parish
- Final confirmation of the date/time is given with church rental & cleaning deposits (see *Agreement*)

**Preparation:** The couple must participate in a formative process to enter fully and responsibly into the life-long, faith-centered, marriage covenant. This process includes:

- Encouraged weekly attendance of the couple at Sunday Eucharist. For Catholics, regular participation in the Sacramental life of the Church, Confirmation is encouraged
- Meet with the Marriage Prep Coordinator for the required Canonical Paperwork, FOCUS inventory and general marriage preparation
- Meet with a sponsor couple 3 times
- Meet with the Pastor
- Meet with the Director of Liturgy and the Director of Liturgical Music to plan your ceremony. Finalize all wedding liturgy details no later than 1 full month prior to the scheduled celebration
- If you are celebrating at St. Thomas the Apostle but live elsewhere, you will need to arrange the appropriate permissions, paperwork, and preparation with the Marriage Prep Coordinator

**Agreement:** The couple must sign a Wedding Service Agreement before their wedding date is scheduled, which includes:

- General information with the names of Bride/Groom, intended Wedding Date/Time, Rehearsal Date/Time, naming of Responsible Persons and Current Address/Phone/Email
- Payment of fees which includes a Church Rental Fee & Cleaning Deposit (both required up front to reserve the Church). Depending on need, fees may be negotiable
- Acknowledgement of responsibilities for use of the Church, which includes designating a responsible person for supervision of children and accountability for all guests, thorough cleanup of all spaces/parking lot, return of all moved items to place found, prohibition of alcohol, timely arrival of all involved persons, and facility access coordinated with the Church Office

### **Frequently Asked Questions:**

- *Do we both have to be Catholic to be married in the Church?*
  - No; only one member of the couple must be Catholic. If this is the case, a Wedding Rite outside Mass is more appropriate and welcoming, which does not include Communion.
- *What if something has come up and we need to adjust the date/time of the rehearsal/wedding, or want to arrange access to the Church to visit, decorate, etc? When does our access to the church end the day of?*
  - Please communicate directly and promptly with the Director of Liturgy in the Parish Office during normal business hours to make any adjustments or reservations. Our parish is under constant use/maintenance which requires planning to accommodate all. Adherence to start/end times for the wedding, rehearsal, decorating, etc. is required. Please note all clean up and photography must be completed 30 minutes after the wedding ends.
- *Can a musician friend or acquaintance help in celebrating our wedding?*
  - It is strongly encouraged that family and friends participate in the celebration. Please visit directly with the Director of Liturgical Music, as we want to help make it your own celebration.
- *May we move some of the seasonal Church decorations to make room for our own?*
  - In most cases, agreement to replace items immediately following the ceremony will allow for temporary removal. Please visit with the Director of Liturgy in the parish about decoration.

**ST. THOMAS THE APOSTLE CHURCH  
WEDDING SERVICE AGREEMENT**

**General Information**

BRIDE: \_\_\_\_\_ GROOM: \_\_\_\_\_  
First Middle Last First Middle Last

WEDDING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REHEARSAL DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Dressing Room Required: YES NO DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Person (s) Responsible for Facility Use: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Number Street City Zip State Area Code

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Area Code

**Fees**

*In order to reserve the church, the **Church Rental & Cleaning Deposit** must be paid up front in full. The Rental fee is cashed upon receipt; the Cleaning Deposit should be made in a separate check and is held until after the ceremony. The Rental fee is non-refundable if cancelled within 10 days of the event. The remaining fees are due to the parish no later than 1 month prior to the wedding*

**Church Rental** = Parishioner: \$200.00 / Non-Parishioner : \$500.00 Amt. Due: \_\_\_\_\_

**Cleaning Deposit** = \$150.00 – Refundable upon inspection of church Amt. Due: \_\_\_\_\_

Stipend for priest = \$150.00 Amt. Due: \_\_\_\_\_

Stipend for Altar Servers = \$15.00 each – Normally there will be 2 (if needed) Amt. Due: \_\_\_\_\_

Musicians = \$125.00 – Music Director/Pianist  
 \$100.00 each – Cantor, Instrumentalist, etc. Amt. Due: \_\_\_\_\_

Wedding Prep = \$200.00 – Does not apply if wedding at St. Thomas Amt. Due: \_\_\_\_\_

**TOTAL Amt. Due:** \_\_\_\_\_

**Facility Use Responsibilities**

1. Dates and times for facility use, including set-up/decoration must be coordinated during normal business hours with Carolyn Peters at (406) 656-5800, [carolyn@stthomasbillings.org](mailto:carolyn@stthomasbillings.org)
  2. Children must be supervised by an adult at all times. Adults must respect sacred space and Church property
  3. No food or drink in the Church. No alcoholic beverages on the premise. Intoxicated persons will be asked to leave
  4. No rice/bird seed to be thrown on the Church premises
  5. *Immediately following the liturgy* please leave the facility as you found it or the Cleaning Deposit will be forfeit. **Responsible person(s)** listed above will be given access to any supplies needed for cleaning. Responsibilities include:
    - a) General cleaning and pick up. Replace all items/furniture that were moved, remove all items brought in such as programs, pew bows, decorations, loose dirt/flower pedals/rubbish swept, clear the parking lot of any litter, etc.
    - b) Trash to be placed in outside dumpster on south side of church
    - c) Black scuff marks from shoes cleaned off floors
    - d) Broken equipment/furniture must be reported and replaced at your expense
- Initial Here:* \_\_\_\_\_

**I agree to use the St. Thomas the Apostle Church on the dates/times listed and I agree to the fees and terms outlined above. The listed Responsible party will oversee cleanup.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_