

Guidelines for

Weddings

at the Heart of Peoria
Catholic Community

**Cathedral of Saint Mary
of the Immaculate Conception**

**Saint Bernard
Catholic Church**

**Sacred Heart
Catholic Church**

**Saint Joseph
Catholic Church**



The Catholic Diocese of Peoria

Revised on December 4, 2020

MOST REV. DANIEL R. JENKY, C.S.C.
OFFICE OF THE BISHOP
DIOCESE OF PEORIA



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Dear Engaged Couple,

I would like to take this opportunity to congratulate you on your upcoming wedding at the Heart of Peoria Catholic Community. You have been blessed in a special way by knowing and loving each other. Your wedding day is a day which will change your lives for ever. To pray that God is at the center of your relationship will make all the difference in your lifetime together, "in good times and in bad, in sickness and in health."

Please know of my prayers and best wishes as you join your lives together in a special way through the Sacrament of Marriage. May your love for each other always reflect that never-ending love which Christ has for His Church.

Sincerely yours in Christ,

+ Daniel R. Jenky C.S.C.

+The Most Reverend Daniel R. Jenky, C.S.C.
BISHOP OF PEORIA



HEART

OF PEORIA

Catholic Community

To the Bride and Groom,

Greetings from all of us at the Heart of Peoria Catholic Community.

Please familiarize yourselves with our guidelines and policies which are provided here.

They are designed to ensure that your wedding ceremony goes smoothly and does so in a manner that upholds the sanctity of marriage while caring for you, your guests, our staff, and the churches entrusted to us.

At every step of your wedding preparation may you experience the peace of Christ and the joy his Church takes in you.

Father William T. Miller

Rector, St. Mary's Cathedral

Pastor, St. Bernard, Sacred Heart, and St. Joseph Church



Congratulations!

Congratulations on your engagement and we thank you for choosing The Heart of Peoria Catholic Community for your wedding ceremony. The celebration of this marriage sacrament is a very important occasion for you and we are honored to host your ceremony and will do everything possible to ensure that your wedding will be everything that you have dreamed it to be.

Included in this booklet, you will find all the information that you will need to help you prepare for your upcoming wedding. Please read it carefully and keep it for your future reference. Our prayers are with you as you begin your journey together. May God always be the most important component of your married life together.

A wedding lasts for only a day, but a marriage lasts a lifetime.

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Planning Your Wedding

As you prepare to get married, you may have many questions about where to begin the process. This timeline outlines the steps you need to take in their proper order.

9-12 months:

- Contact and confirm the date with the priest/deacon who is to preside over your wedding.
- Contact the priest/deacon in charge of your paperwork and begin the Pre-Cana program.
- More information about the Pre-Cana program can be found at: <http://cdop.org/evangelization-and-faith-formation/family-life/>
- Meet with Wedding Administrator to review Wedding Guidelines

2 months:

- Contact the wedding assistant to begin finalizing the plans for your wedding.
- Contact the Director of Music.

1 month:

- Get marriage license.
- Make the final payments of fees due.

No more than 60 days prior to the wedding date, but at least 24 hours in advance:

- Be sure to secure the Marriage License from:
Peoria County Clerk's Office
324 Main Street, Peoria, IL
(309) 672-6059

The Church seeks to prepare you not only for the wedding day but also for the whole of your marriage. For this reason, the church offers various resources to help you spiritually and personally prepare for the covenant of Holy Matrimony. **It is your responsibility**, along with that of your presiding priest/deacon, to make sure that you have fulfilled the requirements prescribed by the Diocese of Peoria before your wedding.





IMPORTANT CONTACTS

Father William T. Miller

Rector

St. Mary's Cathedral

Pastor

St. Bernard,

Sacred Heart, & St. Joseph Church

(309) 673-6316

Phillip Lee

Director

Office of Divine Worship

(309) 671-1550

plee@cdop.org

Georgette Williams

Heart of Peoria Wedding Administrator

(309) 224-8087

weddingsbygeorgette@gmail.com

Checklist

INITIAL REQUESTS

- ☐ Contact Priest
- ☐ Reserve Wedding Date at Church with Deposit
- ☐ Contact Reception Venue

MARRIAGE PREPARATION

- ☐ Spiritual Preparation Classes
- ☐ Pre Cana Classes/
Engaged Encounter
- ☐ Christian Sexuality/NFP
- ☐ First Meeting with Priest
- ☐ Second Meeting with Priest
- ☐ Third Meeting with Priest

CEREMONY PREPARATION

- ☐ Meet with Wedding Assistant
- ☐ Meet with Music Director

PAPERWORK

- ☐ Marriage Information Forms
- ☐ Affidavits
- ☐ Baptismal/Confirmation Certificates
- ☐ Release Letters (if needed)
- ☐ Marriage License
- ☐ Dispensations (if needed)

FEES/GIFTS

- ☐ Church Fees
- ☐ Priest Gift
- ☐ Damage Deposit

Choosing a Wedding Time



CATHEDRAL OF SAINT MARY OF THE IMMACULATE CONCEPTION

The Cathedral of St. Mary of the Immaculate
Conception accommodates 800 guests.

Saturday 1:00 p.m. Wedding

Cathedral opens at 12:00 p.m.

Departure by 3:00 p.m.

Rehearsal—Friday evening at 5:00 p.m.

Saturday 4:00 p.m. Wedding

Cathedral opens at 3:00 p.m.

Departure by 6:00 p.m.

Rehearsal—Friday evening at 6:00 p.m.

Friday 7:00 p.m. Wedding

Cathedral available at 6:00 p.m.

Departure by 8:30 p.m.

Rehearsal—Thursday evening at 6:00 p.m.

Please note that the Cathedral is the seat of the Bishop and the Mother-church of the Diocese of Peoria. Diocesan events take precedence in the Cathedral. We cannot confirm your date until after the Bishop has established his schedule, usually in October, prior to the start of the New Year.

Please note: Weddings are not scheduled on Sundays, during Lent, or on Holy Days of Obligation. Deliveries may arrive as soon as the church becomes available at the allotted time, no earlier.

SACRED HEART CATHOLIC CHURCH

Sacred Heart Church accommodates 300 guests.

Saturday 1:00 p.m. Wedding

Church opens at 12:00 p.m.

Departure by 3:00 p.m.

Rehearsal—Friday evening at 5:00 p.m.

Saturday 4:00 p.m. Wedding

Church opens at 3:00 p.m.

Departure by 6:00 p.m.

Rehearsal—Friday evening at 6:00 p.m.



SACRED BERNARD CATHOLIC CHURCH

St. Bernard Church accommodates 400 guests.

Saturday 1:00 p.m. Wedding

Church opens at 12:00 Noon

Departure by 3:00 p.m.

Rehearsal—Friday evening at 5:00 p.m.

Saturday 3:00 p.m. Wedding

Church opens at 2:00 p.m.

Departure by 5:00 p.m.

Rehearsal—Friday evening at 5:00 p.m.



SAINT JOSEPH CATHOLIC CHURCH

St. Joseph Church accommodates 400 guests.

Friday 6:00 p.m. Wedding

Church opens at 5:00 p.m.

Departure by 8:00 p.m.

Rehearsal—Thursday evening at 5:00 p.m.

Saturday 1:00 p.m. Wedding

Church opens at 12:00 a.m.

Departure by 3:00 p.m.

Rehearsal—Friday evening at 5:00 p.m.



Fees and Responsibilities

We make every effort to provide our wedding couples with a worry-free, professional, and dignified religious experience. The Sacraments are freely given gifts of Jesus Christ provided by your priest of which no parishioner will be denied. The fee for a wedding allows payment to those who work so diligently to make your day special and for the use and upkeep of these historic, sacred buildings. In part, the fee includes:

- The services of our professional **Wedding Administrator** and **Wedding Assistant** to assist in the planning, scheduling, organization, set up, and break down of your wedding ceremony.
- The musical expertise of our **musicians** including our **Directors of Sacred Music, an organist, and cantor.**
- A **sacristan** to prepare and clean up the sanctuary after the ceremony.
- A **server** to assist the celebrant during the ceremony.
- The use of the vestments, vessels, candles, and seasonal décor, as well as heat and air conditioning.

Parishioners may contact Father Alexander Millar to discuss parishioner rates. **A parishioner is someone who has been a registered, contributing member of this Church for longer than one year at the time of booking.**

There is also a refundable deposit of \$500. This deposit will be refunded within two weeks after your wedding ceremony, provided that our wedding guidelines have not been violated and no unusual maintenance, repairs, or extraordinary responsibilities must be performed by our staff as a result of your wedding. Violation of our Wedding Guidelines including the Dress Code will result in losing the \$500 Deposit.

Fees are due in full 30 days before your wedding date. a \$25 service fee will be applied to any check returned NSF.

Please note: Your personal gift to the priest is NOT included in your fee. For the many hours spent helping you prepare for your sacrament, most couples thank him with a gift of \$200 or more.



Sacramental Documents

As part of the preparation, the Church requires that the couples participate in pre-marriage classes as well as provide the necessary sacramental documents. Some of these sacramental documents and certifications may take some time to obtain and complete so we suggest that you start early. The priest preparing you for marriage will have more information regarding these documents. Information for the Diocese of Peoria can be found at <https://cdop.org/evangelization-and-faith-formation/family-life/>

Contact the Wedding Assistant

At least two months before your wedding celebration, you should contact the wedding assistant to finalize the liturgy. They work closely with the Office of Divine Worship and know the ins and outs of providing you with the liturgy that you have chosen for your wedding. Our Wedding Administrator, Georgette Williams, will choose a wedding assistant for you.

Music Selections

What is the first step of planning the music for a wedding?

The first step is to meet with the church's music director approximately 2 months prior to the date of the wedding. The purpose of this meeting is to begin to select every piece of music that will be played at the wedding and to initiate the process of booking soloists and ensembles if desired. Your ceremony includes 30 minutes of instrumental prelude music and 10 minutes of instrumental postlude music. All musical selections must be approved by the Director of Sacred Music of your church. Our Wedding Administrator, Georgette Williams, will put you in touch with the proper director.

What is the difference between a "Wedding Mass" and a "Nuptial Rite/Ceremony" in terms of music?

A Nuptial Rite/Ceremony only requires ceremonial music (i.e., processionals, recessionals, etc.) and minimal liturgical music. A Wedding Mass requires music for the liturgy (i.e., Gloria, Offertory, and Communion) in addition to the ceremonial music. The Gospel Acclamation (Alleluia) and Responsorial Psalm are always sung, led by the cantor. During a Mass the acclamations will be sung. These acclamations are led by the cantor.

How do I know if the music I desire is suitable for a Catholic wedding?

The music that is suitable for a Catholic wedding is

music that was originally commissioned or asked for by the Catholic Church. The Church's repertoire of sacred music offers a vast array of music expressing the values of the Sacrament of Matrimony. Music from the commercial entertainment industry (i.e., movie soundtracks, musicals, rock, pop, soul, etc.) is encouraged to be performed at the reception and not allowed during the ceremony. Taped music is not permitted during your ceremony. Solo singing should be limited to the Seating of the Mothers, the Offertory, as a Communion meditation, and the Devotion to the Blessed Virgin Mary. Solos will be sung from the choir loft. All other music must be of such a nature that the entire congregation may participate.

It has been the experience of our staff that contemporary ensembles (guitars, drums, etc.) cannot successfully lead congregational worship in the large space and generous acoustics of our churches. Organ, vocal soloists, and occasional orchestral instruments such as trumpet and violin have proven to be the most successful combinations. Please be sure to visit www.catholicweddinghelp.com for a great source in your planning.

Please note: Additional musicians may be hired. Their fees are not included in your agreement. Your music director must approve all additional musicians. If rehearsal time is needed with our church organist for accompaniment purposes, extra hourly fees may apply.



Rehearsal

- The wedding assistant will lead rehearsals. The times that are set for each wedding are very strict. Each wedding party is allowed the use of the church for **three hours—90 minutes prior** to the scheduled start of the wedding for preparations and then **90 minutes from** the scheduled start of the wedding for the ceremony, photographs, clean-up and departure. Due to these time constraints, receiving lines are more appropriate as part of the reception. The couple is not allowed to dismiss their guests by rows. Not only does this practice present a time constraint, but it also encourages disrespectful behavior and noise in the church. **Our Lord is always present in the tabernacle of the church, even when the wedding ceremony is over.**
- You may expect the rehearsal to take one hour.
- Wedding rehearsals will not begin until the wedding license is given to the wedding assistant and all fees have been paid in full. You may also give your gift for the priest to the wedding assistant at the rehearsal.
- The bride and groom should arrive 15 minutes early for the rehearsal to review plans and the rehearsal night checklist and items with the wedding assistant.
- The wedding rehearsal will begin at the scheduled time. Please make sure that all members of the wedding party, parents, readers, etc. are in the church and ready to begin at the appropriate time.

Additional Information

Dress Code:

Out of respect for the sacredness of the Catholic Church, all brides and bridesmaids are expected to show Christian modesty when choosing a bridal gown or bridesmaid dress for the wedding and rehearsal.

Guidelines for our dress code:

*Low cut, strapless, and backless gowns are not permitted. Please select gowns that do not reveal cleavage or the back below the normal bra line.

*If a strapless gown or dress is modified to comply with the Dress Code, it must have attached straps that are at least one inch in width.

*Dresses that are shorter than one inch above the knee are not permitted.

*Dresses that have slits above the knee are not permitted.

*Dresses that have sheer fabrics that make the gown appear to be lowcut or not in compliance with our Dress Code are not permitted. *Sheer fabrics and mesh inserts anywhere except for the illusion neckline are not appropriate for a wedding ceremony in a church.

*If shawls or capelets are worn to cover the chest, shoulders or back, they must be worn at all times while in the church.

*No exceptions will be made with regards to this dress code.

*Prior to purchasing a bridal gown or bridesmaid dresses, please send pictures of the gown and dresses to our Wedding Administrator (Georgette Williams) for pre-approval.

*Disregarding this Dress Code will result in losing the \$500 Deposit that was made at the time of the signing of the Wedding Agreement and/or cancellation of the wedding ceremony.

*The Dress Code will be enforced so we ask that all brides send pictures of their wedding gown and bridesmaid gowns to the Wedding Administrator, Georgette Williams for pre-approval before ordering. Failure to follow the guidelines for the dress code will result in the loss of the \$500 refundable deposit.

Bridal Party

The number of attendants (including the honor attendants) is limited to nine on each side plus any children attendants (ring bearer, flower girl). ***All those participating in the wedding are requested to show Christian modesty because the celebration takes place in the presence of our Lord.***

Flower Girl

We ask that no flowers be dropped by your flower girl, either real or artificial. She is welcome to carry a bouquet.

Gift Bearers (2-4)

Friends or family are encouraged to participate in the presentation of the gifts at the Offertory and are not required to be Roman Catholic; however, they must be at least 10 years of age or older.

Guest Book

We do ask that any guestbook you have at the church be put away 10 minutes before the wedding ceremony begins in order to assure that all guests are seated and the ceremony may begin on time.

Lectors

If you would like to involve friends or family members in your wedding as lectors, please keep in mind that the individuals must be practicing Christians in good standing with the Catholic Church. You may use one lector to read the two readings and the petitions, or as many as three lectors.

Parking

Parking lots are available and street parking is free at the Cathedral, St. Joseph, and St. Bernard's. At Sacred Heart, a small parking lot is available as well as deck parking. Contact Heartland Parking for fee information at 309-674-1850. Metered street parking is free on weekends in Downtown Peoria.

Respectful Behavior

We ask for respectful behavior of the sacred space and church grounds from the bridal party and the vendors. **No food or drink (except for water)** shall be allowed and **no alcohol** of any kind is permitted on the church grounds.

Prohibited Items

We do not allow:

Aisle runners, balloons, throwing of flower petals, confetti, rice, birdseed, sand, sparklers, streamers, and bubbles as the cleanup and potential damage caused by these items are a hardship to our staff.

Unity Candles are also not allowed because while it has become a tradition in some areas, it is not part of the official ritual of Holy Matrimony. It is for this reason that we do not allow the unity candle to be a part of the ceremony. You may wish to include it as part of your reception if it is something you would like for a keepsake.

We do allow:

Ribbon wands and bells. Unique cultural wedding traditions may be approved by the Wedding Administrator.







Heart of Peoria Catholic Community

504 Fulton St.
Peoria, IL 61602
309.673.6316

*Please give this page to your **florist** as soon as you begin making plans*

Dear Florist:

Greetings from the *Cathedral of St. Mary of the Immaculate Conception, Sacred Heart Church, St. Joseph Catholic Church or St. Bernard's Church*, It is always an exciting time for a couple when they are preparing for their wedding day. As part of that planning process, you have a unique responsibility to assist them in adding to the beauty of their wedding. In order to assist you in planning your day with the couple and their wedding party we are happy to provide you with the following list of guidelines.

1. Floral arrangements may be placed on either or both sides of the altar platform, but never on the altar itself. They must present no danger of leaking.
2. Arrangements on stands must be placed so that sightlines between priest, cantor, lectors and congregation may be maintained.
3. Flowers may be attached to the pews with rubber bands, ribbon, or other materials; however, tape may never be used.
4. No other arrangements may be placed in the aisle as it restricts movement.
5. Appointments already on the altar and in the sanctuary are not to be moved or rearranged. This includes candlesticks, banners, altar cloths, etc.
6. The Director of Divine Worship must approve large floral arrangements.
7. No other candles, except those provided by the Church, may be used.
8. Runners may not be used in the church nor flower petals, rice, etc. These items pose a liability to everyone in attendance.
9. Deliveries may be made starting 1 hour and 30 minutes before the scheduled beginning of the wedding.

If you have any questions please feel free to contact our Wedding Administrator, *Georgette Williams* (309) 224-8087 or email her at weddingsbygeorgette@gmail.com . She will be available the day of the wedding for any last minute needs or questions you may have.

Sincerely,
Father William T. Miller
Rector, St. Mary's Cathedral
Pastor, St. Bernard, Sacred Heart, and St. Joseph Church





Heart of Peoria Catholic Community

504 Fulton St.
Peoria, IL 61602
309.673.6316

Please give this page to your **photographer/videographer** as soon as you begin making plans

Dear Photographer/Videographer:

Greetings from the *Cathedral of St. Mary of the Immaculate Conception, Sacred Heart Church, St. Joseph Catholic Church or St. Bernard's Church!* It is always an exciting time for a couple when they are preparing for their wedding day. As part of that planning process, you have a unique responsibility to record this special time for them. In order to assist you in planning your day with the couple and their wedding party we are happy to provide you with the following list of guidelines.

- Photographs are permitted after the wedding liturgy if time permits. It is suggested that you take pictures before the ceremony in case the wedding takes more time than planned. The church grounds, gardens, front steps, and areas outside of the church are available for pictures as long as all belongings have been removed from the church by the designated time. The church grounds are available for photographs after the ceremony.
2. All photographers and videographers are to be as unobtrusive as possible. They are not to interfere with any aspect of the procession, liturgy, or recessional. They must stay out of the sanctuary space. Please see the wedding coordinator who will show them where they are allowed to take pictures.
 3. Photography equipment for pre- or post-ceremony photographs may be set up as long as it is cleared 30 minutes before the wedding begins and 15 minutes before the designated departure time. During the ceremony camera equipment must not block aisles or exits.
 4. No additional sound equipment such as remote microphones on wedding participants is permitted.
 5. The first balcony (at the Cathedral) is the only balcony the photographer and videographer are allowed to use.
 6. Flash photography is allowed during the entrance and recessional, but not during the ceremony itself, however video lighting is never allowed.
 7. You may arrive no earlier than 1 hour and 30 minutes before the scheduled beginning of the wedding.

If you have any questions please feel free to contact our Wedding Administrator, *Georgette Williams* (309) 224-8087 or email her at weddingsbygeorgette@gmail.com. She will be available the day of the wedding for any last minute needs or questions you may have.

Sincerely,
Father William T. Miller
Rector, St. Mary's Cathedral
Pastor, St. Bernard, Sacred Heart, and St. Joseph Church



*“Love is patient, love is kind.
It is not jealous, is not pompous...” Corinthians 13:4*



