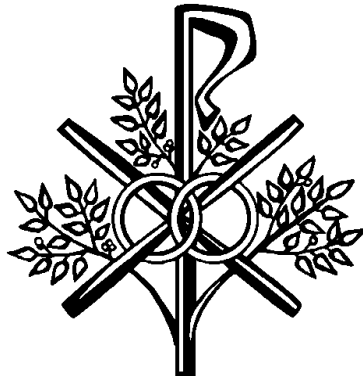


Your Wedding

at

*Saint Joseph University
Parish*



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Introduction

We at Saint Joseph University Parish rejoice with you both, and with your families. Your recent engagement and your decision to marry is a time of great joy for you, and because you decided to marry in the church it's a time of great joy for us too. We know that when it comes to marriage, there are a lot of couples who make other decisions from not marrying at all to sharing their vows in a hot air balloon. You have chosen to marry in your home parish, where you most likely grew up and celebrated the other sacraments of the Church. For those of us who watched you grow up and celebrated those sacraments with you, we're so glad that among the many other choices available that you have chosen to be married in the Catholic Church, with the Sacrament of Marriage. While we all won't get invitations to your marriage celebration... (which is a good thing for you, because boy oh boy, can we eat and drink!)...we do all congratulate you and we rejoice with you. As Saint Paul said...when one member of the body rejoices...the whole body rejoices!

Marriage as a Sacrament of the Church

As Catholics we understand that marriage is a sacrament, and like all the other sacraments they are expressions of the love and presence of Christ, with His Church, and for the good of His Church. The Sacrament of Matrimony in fact, plays an extremely important role in the spiritual life of the whole church. The love that exists between two people in the Sacrament of Marriage, is a symbol of the love that Christ has for His whole Church. In the same way that Christ is the center of the life of every baptized believer, so too when a couple seeks to be married in our parish, they are stating that Christ is also the center of their lives, and the pattern of how they will love each other. It makes sense then that every couple that chooses to celebrate the Sacrament of Marriage understands while their wedding day will be one of the most important and memorable days of their life, a Catholic wedding is not simply about the bride and the groom, or their families and their guests. Because Marriage is a Sacrament it will, like all the other sacraments, be always first and foremost about Christ...and it will always be for the good of the whole Church.

Because all sacraments are from Christ...and are about Christ...in the end we believe that it is Christ Himself who is calling you and your fiancé into a deeper relationship with Him, with His Church and with each other. We understand that it's kind of hard to remember the sacred nature of your wedding day as you're rushing around visiting florists and caterers, picking out tuxedos and a gown, looking through albums of wedding invitations, and deciding what colors the bridesmaids will wear. Now for sure...some of that is fun, and some of that adds to the excitement and the joy of creating a day that is unique to you both, and memorable to all your guests. Still, it's important to remember that these days are also a time of spiritual preparation for one of the most significant events in your lives. It is our hope that these guidelines, and our personal care and attention, will aid you in the practical and spiritual preparations for celebrating the Sacrament of Marriage.

Who May Marry at Saint Joseph University Parish

At least one of the persons seeking marriage must be a member of the Roman Catholic Church and either a registered, participating member of Saint Joseph University Parish for at least one year prior to the first meeting with the priest or his delegate, or a student who has been participating on a regular basis in the life of Saint Joseph University Parish for one academic year. A Catholic who has completed the marriage requirements in his/her home parish may be married at Saint Joseph University Parish with the written permission of the priest of that person's home parish and with the permission of the pastor of Saint Joseph University Parish.

Initial Contact with Priest

The Franciscan Friars at Saint Joseph University Parish are ordained ministers who can officiate at your wedding. If you should desire another clergy member to participate in your wedding, please make this known to the priest or deacon as soon as possible.

All visiting priests or deacons are required to comply with Saint Joseph University Parish liturgical policies and marriage ceremony expectations. Sometimes in an ecumenical marriage, the non-Catholic party requests that his or her minister participate in the service. This is not only allowed, but encouraged. Although the priest or deacon is required to be the principal presider, we want the other party to feel at home and participate in a meaningful way to help represent the other family's church.

Scheduling the Date and Time of the Wedding

A priest or deacon is the ordained minister who can preside at the Sacrament of Marriage. Because God is working through the love of a man and woman to reveal God's divine love, our Church teaches that it is the couple who ministers the Sacrament of Marriage. The priest or deacon is required to "witness" the vows in an official capacity, but they do not "administer" the sacrament: only the couple can do that. The priest or deacon will speak to you on the phone and will schedule an appointment with you before you are able to reserve the Church for your wedding.

You must schedule your wedding at least six months in advance of the date you would like to get married. Ideally, you would contact the Church a year before your wedding. This gives you plenty of time to complete the required preparation. Weddings are scheduled only after meeting personally with the priest or deacon who will preside at your ceremony. It is important that you do not reserve a venue or make any down payments for professional services until you have first secured your wedding date with the priest or deacon. The parish will not be responsible for any lost deposits as a result of premature scheduling. Please do not move forward with plans for a reception until the wedding date is confirmed with the church.

It is most common for couples to celebrate their wedding on a Friday evening or a Saturday afternoon. Weddings celebrated on a Saturday may start no later than 1:30 pm, or 2 pm if the wedding does not include the Mass. This assures sufficient time for Saturday afternoon Confessions and our Mass schedule. A rehearsal is needed and is normally scheduled the evening before the wedding ceremony, usually at 6 pm since we have daily Mass at 5:15 p.m. The priest who will be presiding at the wedding will help in selecting times that can work best for everyone involved.

We do not celebrate weddings on Sunday, unless at a regularly scheduled Mass, because the parish's celebration of the Lord's Supper takes precedence over all other celebrations. Similarly, the church discourages weddings during the penitential seasons of Advent (the four weeks before Christmas), and Lent (the 40 days before Easter).

Required Documents

Baptismal Certificates

A baptismal certificate, not more than 6 months old, is required for both the bride and groom. This record can be obtained by contacting the parish where the baptism took place and requesting a recently issued baptismal document, with all notations. The certificate must have been issued within the past six months and be signed and sealed by the parish that issued them. The certificates must be mailed directly to one of the parish offices at:

Saint Joseph University Parish
113 S. 5th Street
Terre Haute, IN 47807

Please address this to the attention of the priest or deacon who will preside at the wedding. Photocopies or reproductions of any kind are not sufficient. This baptismal record determines that the individual is a baptized and confirmed Catholic and has not previously been married in the Catholic Church. A non-Catholic bride or groom who has been baptized in another Christian faith must also submit a copy of their baptismal record.

Pastoral Permission

A letter of pastoral permission must be given to any Catholic who is not a registered parishioner of Saint Joseph University Parish. This letter of pastoral permission is signed by the pastor of the parish in which you are registered, giving permission for you to marry in another parish. Many times young couples are not attending church as regularly as they did when they were at home, and many may not yet have found a new parish to call "home". If this is the case, then it is time for you to investigate the Catholic parishes in your area and find a faith community where you will begin to attend Mass and become a more regular participant. In cases where couples are living in separate locations, a letter from each parish for each Catholic partner is needed.

Dispensations

A dispensation is a relaxation of law in a particular case, granted by a bishop or the bishop's delegate, in laws that the bishop has the power to make and enforce. The most common dispensation required is the one needed when a Catholic wishes to marry a person who has not been baptized in the Christian faith. Another common dispensation required is the one needed when a Catholic wishes to get married in a non-Catholic Church. These dispensations are usually easily granted and the priest or deacon who is to preside at the marriage will assist the couple in seeking any necessary dispensations.

Annulment Decree

An annulment decree is required for previously married persons whose former spouses are still living. If either you or your partner has been married before, either in a church or a civil union, and have not been through an annulment process in the church, (this is different from a civil annulment granted by the civil court), then it is important that you share this information with the priest or deacon who is preparing you and obtain an annulment decree from the Church before you make any further plans for your marriage in the Church.

A Death Certificate is required for previously married persons whose former spouse is deceased.

Civil Law Requirements

In the United States, Catholic marriage is not only Sacrament but it also encompasses the civil/legal requirements for marriage. Therefore, the Vigo County Clerk's office at (812) 462-3211 must be contacted for the appropriate information, forms to be completed, and all civil requirements. Some medical tests may be required. **Please contact the clerk's office well in advance of the wedding date so that all required civil laws may be followed.**

The packet of information from the clerk's office will contain the marriage license papers. Please bring these to the Saint Joseph University Parish office at least two weeks before the wedding so that the paperwork can be prepared. This should also include the presentation copy of the marriage license.

Having a Civil Marriage Blessed

Convalidations

"Convalidation" is a big word used to describe the process of formally recognizing a marriage that was originally witnessed outside of the church. In simpler terms, it means that the Church is "blessing" your marriage. We are very happy to convalidate marriages providing that the couple is doing it for the right reasons, namely, that they want to grow in their relationship with Christ and become more active members in their parish family. This also requires that a priest or deacon review each particular case to determine if there may be any impediments. An impediment is something in Church law that may have prevented a couple from getting married in the Church in the first place. There is a process that will guide the priest or deacon in working with each couple to overcome any impediments that may exist, providing the couple is willing to work through this process. We consider this a very important ministry in our parish, and a very important step that a couple makes in having their marriage recognized by the church in order to become more active in the sacramental life of the parish.

Convalidations may be done only for registered parishioners of our parish. Because the couple is already in a valid civil marriage, it would be redundant to have a big "Church wedding" under these circumstances.

The Marriage Preparation Program

The Marriage Preparation Program includes:

- Meetings with the parish priest including discussion of any previous marriages or unions
- Completion of the proper forms (Church & civil)
- Meetings with a Sponsor Couple including the FOCCUS inventory (explained below)
- Participation in an Engaged Encounter, Tobit weekend or an approved Pre-Cana program
- Final meeting(s) with the priest and parish wedding coordinator before the wedding to handle final details of the wedding ceremony

Pre-nuptial Investigation/Pre-Marriage File

This investigation takes place with the priest or deacon filling out the Pre-Marriage File with the couple. Its purpose is to determine the freedom and appropriate intentions of the parties preparing for marriage, i.e., that the object of the couple's consent corresponds to marriage as God instituted it with regard to permanence, fidelity, and openness to children. Several questions will be asked of the couple and then they will be required to sign the form. If either person has been married previously (either in a church or civil union), the couple should bring this to the attention of the priest or deacon at the initial meeting. If either partner is bringing children from another relationship into the marriage, or if the couple has children together, this should also be brought to the attention of the priest or deacon. If one party is not Catholic, then the Catholic party will be asked to sign a Pre-Nuptial Declaration and Promise stating that they intend to continue living and practicing their Catholic faith and will make every effort to have their children baptized and raised as Catholics. At the conclusion of this initial meeting, once all is in order, the couple is typically free to choose their wedding date and confidently proceed with securing a reception hall and other professional wedding services.

FOCCUS Inventory

Every couple will complete a FOCCUS Inventory (Facilitating Open Couple Communication, Understanding and Study). This inventory will be administered by the sponsor couple preparing you for marriage. The sponsor couple will work with each couple to review the results of the inventory and facilitate discussions of their responses in order to help them better assess their relationship, come to see it as a growing process, and explore relationship and communication issues.

Engaged Couples Conference

Attendance at a Tobit, Pre-Cana, or Engaged Encounter Conference is required of every couple. It is important to schedule this as soon as possible as these conferences are limited in the times and dates that they are offered. Some fill up several months prior to the scheduled wedding dates. After attending the conference, each couple will be given a Certificate of Attendance which should be given to the priest for placement in their marriage file.

The Ministers for the Celebration

Presider

In the Roman Catholic Tradition, the bride and groom minister the sacrament of marriage to one another; however, a priest or deacon and at least two witnesses are also required to be present. Only the pastor, priest or deacon assigned to a parish is permitted to serve as the church's official witness of a marriage in that particular parish.

On occasion, a couple may invite a priest or deacon, who they are related to or friends with, to preside at the wedding. If this is the case, the couple should mention this to the pastor early in the process. While it is always up to the pastor's discretion if he wishes to grant ecclesial delegation, we are always very welcoming of visiting priests or deacons who are relatives or personal friends of the couple. If ecclesial delegation is granted, then the visiting priest or deacon will be given a copy of our marriage guidelines to assist him. If the priest is from outside the Archdiocese of Indianapolis he must provide a letter of suitability from his diocese or from his religious superior (this is a rule in all the dioceses in our country) and this letter of suitability should be directed to the Chancery. Letters of suitability should be dated within six months prior to the wedding date and carry the official seal of the diocese or order.

Sometimes in an ecumenical marriage, the non-Catholic party requests that his or her minister participate in the service. This is both allowed and encouraged. Although the priest or deacon is required to be the principal presider, our greatest desire is that the visiting minister will feel at home and will be provided with opportunities to participate in a shared and meaningful way.

Musicians

The instrumentalist and cantor effectively lead the congregation in the songs, prayers and responses of the wedding Mass/ceremony. The Parish Coordinator of Liturgical Music can assist you in recommending cantors who can sing beautifully, as well as, serve in leading congregations in sung prayer at our wedding liturgies.

Lector

Those who serve in the parish as lectors are available to serve in this ministry at wedding celebrations. They may be contacted through a member of the parish staff. If the couple wishes to ask friends or family members to serve in this ministry, they will be asked to invite only those actively practicing their Christian faith who have the necessary gifts for proclaiming God's word effectively and reverently. Those chosen to be a lector, who are not parishioners here at Saint Joseph University Parish, are expected to attend the wedding rehearsal so they may practice in the church with the sound system.

Extraordinary Ministers of Holy Communion

If a wedding is to be celebrated during Mass, there will be need for the service of two Extraordinary Ministers of Holy Communion. Those who already serve in this ministry at our parishes will be available to serve at your wedding. If friends or family members of the bride and groom are Extraordinary Ministers of Holy Communion in their home parishes, they may be invited to serve at weddings celebrated here, providing they attend the wedding rehearsal so they are familiar with the church and its practices. If for some reason they are unable to attend the rehearsal, they may still serve in this capacity if they meet with the priest or deacon before the wedding.

Altar Servers

If a wedding is to be celebrated during Mass, two altar servers are typically needed. Those who already serve in this ministry in our parish are also available to serve at your wedding. If friends or family members of the bride and groom are servers in their home parishes, they may be invited to serve at weddings celebrated here, provided they attend the wedding rehearsal. If we are to ask other servers, it is suggested that a donation of \$10-20 be given to each server.

Do not plan to include children under 5 years of age as part of the wedding party.

Music Consultation

The Coordinator of Liturgical Music (CLM) must be made aware of the wedding date and time immediately after the priest has scheduled the wedding so that a cantor and instrumentalist may be secured. The couple must contact the CLM to set up a consultation to plan the music for the wedding. At this meeting, appropriate music will be suggested, demonstrated and chosen. In addition, all other specifics will be completely explained.

We prefer that musicians in the wedding ceremony be commissioned personnel from Saint Joseph University Parish, but this is not a requirement. Musicians from outside the parish may participate in the music ministry at the wedding, provided that they are approved by the CLM. This assures quality and adequate knowledge of music for the Catholic ceremony. If the requested musicians do not possess this knowledge, then the CLM will recommend to the couple that other musicians should be chosen. Any and all music from the Saint Joseph hymnal will be provided to the guest musicians if they do not have access to these resources. Every attempt will be made to approve the couple's musician requests. Due to the musicians' need for rehearsal, any changes in musicians or music may be made only in consultation with the CLM.

In most cases, this consultation will fulfill the couple's responsibility for the music planning and the couple will not need to be concerned about any further musical details. Whenever possible, it is desirable that both the bride and the groom attend meetings with the CLM so that they may share in the decisions concerning the music for the Sacrament of marriage.

Music Selection

If music other than that suggested by the CLM is desired, the music choices must be reviewed and approved by the CLM no later than six weeks prior to the wedding date. This assures that we continue to follow the guidelines of the Archdiocese of Indianapolis, which have their roots in the Church's liturgical documents. The use of popular (secular) music before and during the sacramental celebration of the wedding has come under great scrutiny in recent years. It is quite understandable that many couples might think of using "special" songs in their wedding; however, unlike previous generations, today's engaged couples have many musical options from which to choose and with these options come responsibility. When choosing music, couples must honestly ask the question, "Will this song help us and the assembly to lift our hearts in prayer?" While music chosen for liturgical services should be as musically attractive as possible, it is the text that matters most. Each and every hymn or song must be identifiable as a form of prayer. If it cannot, then it is inappropriate in a liturgical context.

A song that highlights the Christian dimension of married love always deserves priority:

- A song that speaks directly of the divine dimension of love is most suitable at a Catholic wedding.
- A song that negates, either explicitly or implicitly, the divine dimension of love is unsuitable at a Catholic wedding.

Musician Fees

Fees for musicians from Saint Joseph University Parish must be negotiated directly with the individual musicians. The parish does not pay musicians for this ministry. All stipends must be mailed to the musicians no later than two weeks prior to the wedding. This avoids any confusion on the wedding day. Furthermore, in case of illness or emergency, the contracted musicians are responsible to secure and pay their own substitutes.

Worship Aids

Saint Joseph University Parish does not prepare worship aids. Should you desire a worship aid, please discuss this with the CLM when you meet to plan your wedding music. At that time the CLM will provide you with all the necessary information.

Rehearsal

The time of the rehearsal must be scheduled with the priest or deacon presiding at your wedding. Please allow an hour for the rehearsal. Only the following persons need to attend:

- The wedding party (including parents and any who are to be formally seated)
- Lectors, Readers, Gift Bearers
- Extraordinary Ministers of Holy Communion (if they are not from our parish)
- Servers (if they are not from our parish)

Please encourage everyone to be on time!

The Worship Environment: Decorations, Flowers & Candles

The Saint Joseph University Parish church is a beautiful historic building and home for the local faith community. Like other homes, it has its family members, customs and traditions, and its own shared understanding of its identity. The beauty of our sacred space is best enhanced by simplicity. Flowers and decorations that are too lavish can become a real distraction. Please remember that people, not decorations, create the mood for your wedding. A simple rule of thumb: less is more.

Our Parish Liturgy Committee does an exceptional job with seasonal decorations. These decorations are often quite substantial and may be all that is needed for the wedding. No decorations in the church may be moved, removed or altered. This includes banners and liturgical objects.

Floral arrangements may never be placed directly on the altar of sacrifice. Instead, floral arrangements may be placed on the back altar; side altars; in front of the pulpit and/or cantor stand; and, at the front entrance, if there are no other decorations present. Placement of flowers must not obstruct the view of anyone present. Floral decorations must never impede movement around the altar of sacrifice or any procession in the sanctuary.

The priest must approve any additional decorations. The priest also reserves the right to remove anything that interferes with the ceremony in any way or does not follow the above guidelines.

Florists are responsible for their own cleanup. All flowers and decorations must be removed immediately after the wedding unless other arrangements have been made with the priest. Saint Joseph University Parish does not have space to store florist supplies and will not be responsible for decorations left after the wedding. Furthermore, the wedding party (e.g., the ushers) must tidy up the church immediately following the wedding ceremony. They should collect programs, hymnals and whatever else is left in the pews, on tables, etcetera by the wedding guests.

Wedding candle options include the following (see the Appendices III - IV):

Aisle candles:

- 22 aisle candle stands are available
- This includes the beeswax candles and glass globes to fit each stand
- Please see Appendices III and IV for candle placement options

Two altar candelabra with all the beeswax candles:

- candelabra may be placed on either side of the tabernacle on the back altar

The Unity Candle stand:

- Saint Joseph University Parish will provide the Unity Candle stand
- The couple must provide their own Unity Candle
- The couple may provide the two side candles or ask Saint Joseph University Parish to provide them

Dress and Behavior

Your wedding is the celebration and receiving of a Sacrament. The most important moment of your wedding will happen in church. Please be aware of the appropriateness of the wedding party's dress and behavior. Please be on time for the rehearsal and wedding ceremony. Because a Sacrament is being celebrated, alcoholic beverages are strictly prohibited in any part of the church, parish facilities, or on the grounds, either before, during or after the wedding ceremony. Inebriated individuals will be unable to stay on church property. We ask that women's dresses be modest. If there are any specific questions about the appropriateness of dress, please ask the priest.

Parish Facilities

The bride and her attendants may dress in the Parish Center. To use these facilities, you must contact the Parish Office and make arrangements with the Parish Secretary to reserve the rooms if they are available. There is a fee for use of the Parish Center, see Appendix V.

The maximum seating capacity in the church is 500.

INSIDE	
ITEMS NOT PERMITTED	ITEMS PERMITTED
<ul style="list-style-type: none"> · Smoking and/or alcohol · Aisle runner in the church: <ul style="list-style-type: none"> o is a hazard on our terrazzo floor o "rolling out the white carpet" gives the appearance of separating the procession of ministers and wedding party as an elite group apart from the assembly · Live flower petals 	<ul style="list-style-type: none"> · Silk flower petals
OUTSIDE	
ITEMS NOT PERMITTED	ITEMS PERMITTED
<ul style="list-style-type: none"> · Flower petals · Throwing birdseed or confetti · Throwing of rice or releasing balloons (negative environmental effect) 	<ul style="list-style-type: none"> · Ringing little bells · Blowing bubbles <p>Please discuss any other ideas with the priest.</p>

Photography and Videography

The wedding liturgy is a sacred moment of rejoicing in prayer, song and gesture. While we understand your desire to record this moment, we ask that you observe the following so that all may experience the joy of this celebration without distraction.

- Videotaping equipment should be set up in one of the given locations specified on the church diagram, Appendix III.
- Professional photographers may take non-flash photographs during the wedding from the given locations on the church diagram. No flash photography is permitted by anyone.
- Please remind the wedding guests that picture taking and filming during the liturgy is limited to the professional photographer and/or videographer hired by the bride and groom. This information could easily be included in the worship aid.
- Photographers and videographers are asked to remain inconspicuous throughout the ceremony.
- No additional lighting may be used during the ceremony.
- Provided that there is no conflict with other scheduled liturgies or parish events, the church will be open before and after the wedding for posed photography. Flash cameras are allowed at this time.
- The church must be vacated by 3:30 pm on Saturdays.
- Important: it is the couple's responsibility to communicate the above information to any photographer or videographer who will be working at the wedding. Questions about setup of equipment, etcetera should be answered well ahead of time, not immediately before the wedding ceremony.

Fees

Saint Joseph University Parish does not charge a fee for the celebration of Sacraments. However, fees are charged for the materials used in the marriage preparation process and to help defray utilities and overhead expenses. Each couple will be asked to pay the fees they have incurred for their wedding (see Appendix V for a minimum suggestion). If you are experiencing financial hardship, please speak to the pastor.

A discretionary (courtesy) gift may be made directly to the presiding priest or delegate. Please take into consideration the time the priest puts into planning, rehearsal, etc.

Saint Joseph University Parish Welcomes You

As a newly married couple, we request that a new parish registration form be submitted that is representative of your newly formed family. This also gives us any name changes that you choose to make.

Friendship, Faith and Fulfillment are the embodiment of our community. Welcome to your new home!

Appendix I Wedding Checklist

Immediately

- Schedule the date and time of your wedding and rehearsal with the Friar (Priest)
- Confirm with the Parish Office the availability of spaces for the bridal party to dress

As soon as possible

- Sign up for a Tobit/Pre-Cana/Engaged Encounter Conference
- Meet with the Parish Coordinator of Liturgical Music (CLM)

One Month before Wedding

- Submit your liturgical planning sheet to the Friar (Priest)

At Least Two weeks before Wedding

- Submit your wedding license to the Friar (Priest)
- Submit facility and preparation fees (\$300 – \$500) and any room/candle fees
- Submit musician fees to the musicians

On the Day of the Wedding

- Gift of \$ 10 – \$20 to each of the servers

Appendix II Wedding Participants

Bride: _____ Phone: _____

Groom: _____ Phone: _____

Date of Wedding: _____ Time of Wedding: _____

Place of Wedding: _____

Date of Rehearsal: _____ Time of Rehearsal: _____

Place of Reception: _____ Time of Reception: _____

Presider: _____ Mass (circle one): YES NO

Bride's Father: _____ Bride's Mother: _____

Groom's Father: _____ Groom's Mother: _____

Bridesmaids (in order)	Groomsmen (in order)
Flower Girl	Ring Bearer
Matron / Main of Honor (circle one)	Best Man

Is there any information that would be helpful in making the rehearsal and wedding more comfortable for everyone involved? For example: will there be many more guests on one side, are there stepparents involved in the ceremony, any awkward situations, etc. If so, please explain below:

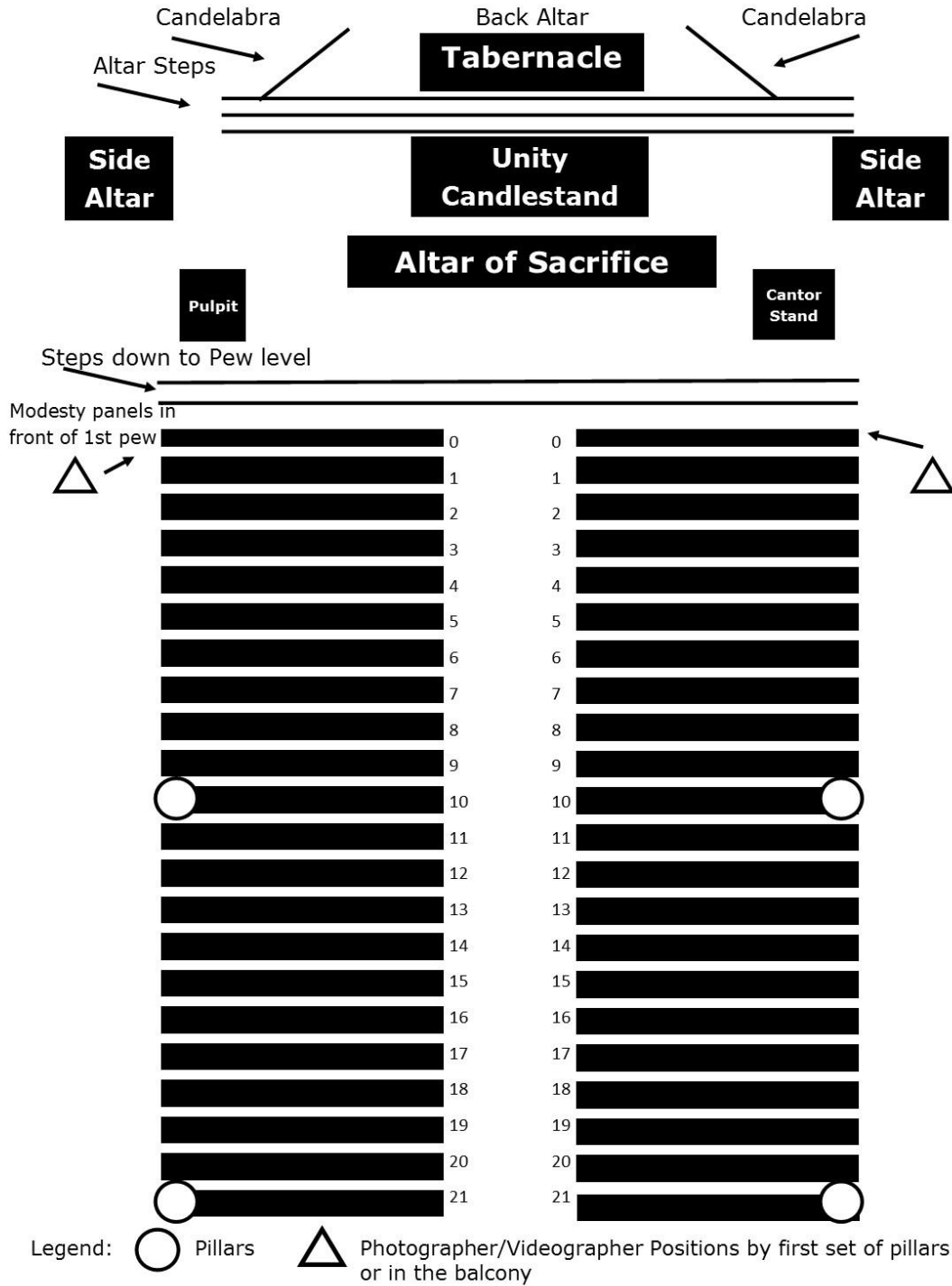
Names to be Addressed as: _____

Bride & Groom's Address after Marriage: _____

Phone number after Marriage: _____

E-mail addresses: _____

Appendix III Diagram of Church



Seating Capacity: 500

Appendix IV Candle Order Form

See Appendix V for associated fees.

(Complete Appendices IV & V as needed and return to the Parish Secretary.)

Name: _____

Address: _____

Best Contact Phone No. _____

Wedding Date & Time: _____

Rehearsal Date & Time: _____

Items

Altar Candelabra	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Unity Stand	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
• Church supplies side candles	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Memory Table	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Table is large enough to hold 8 x 10 photos and one candle. Table is typically placed in front of the pulpit.				
Aisle candles at pew height only (see Appendix I for pew references.)				
22 candles – every other pew	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
16 candles – every other pew	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
10 candles – every other pew	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Aisle candles may be attached starting on the modesty panel (0) or on the side of the first pew (1). See Appendix 1 for pew diagram.				
Ex. 16 candles on aisle numbers (0, 3, 6, 9, 12, 15, 18, 21) or (1, 4, 7, 10, 13, 16, 19, 21)	Start on: Pew 1 YES <input type="checkbox"/> NO <input type="checkbox"/>			
Ex. 10 candles on aisle numbers (0, 5, 10, 15, 20) or (1, 6, 11, 16, 21)	Start on: Modesty panel YES <input type="checkbox"/> NO <input type="checkbox"/>			
Order candles at least two (2) months before the wedding.				
Payment is expected when candles are ordered. Shipping charges may apply.				

Signature: _____ Date: _____

Received by: _____ Date: _____

Appendix V Overview of Fees

All church fees must be paid at least two (2) weeks before the wedding unless otherwise stated.

REQUIRED FEES

Wedding Coordinator Fee: \$100 \$ _____

Facility Fee: Parishioners \$200 Non-Parishioners \$400 \$ _____
(includes: lights, heating/AC, organ, bells, microphones, maintenance, etc.)

TOTAL REQUIRED FEES \$ _____

OPTIONAL FEES

Altar Items (order and pay for candles two (2) months prior to the wedding):

Candles:

Aisle Candles (see Appendices III & IV)

22 candles \$180 \$ _____

16 candles \$140 \$ _____

10 candles \$100 \$ _____

Candelabra (two on back altar) \$50 \$ _____

Rental of rooms* in the Parish Center (based on availability):

Please check Option 1 or Option 2 below:

Parishioner \$50 Non-Parishioner \$100 \$ _____

Option 1: One room for Bridesmaids, one room for Groomsmen, and bathroom on second floor.

Option 2: The Gregorian Room, using downstairs bathrooms.

*Rental is only for the day of the wedding. Dresses and personal items may not be stored in the Parish Center overnight.

Cleaning Fee (required) \$50 \$ _____

Security Deposit Parishioner \$50 Non-Parishioner \$100 \$ _____
(separate check will be destroyed if no damage)

TOTAL OPTIONAL FEES \$ _____

TOTAL FEES \$ _____

(Paid at Church Office)

MUSIC FEES

Music fees are paid directly to the musician/cantor. Call the musicians directly to request their fee schedule. Mail checks two (2) weeks prior to wedding.

Instrumentalist \$ _____

Cantor \$ _____

Other \$ _____

TOTAL MUSIC FEES \$ _____

(Paid Directly to Musicians, Cantor, Other)

DISCRETIONARY

It is up to the couple to decide what amount is appropriate as a token of appreciation.

Courtesy gift for the Pastor / Delegate \$ _____

Courtesy gift for Altar Servers who participate in the Liturgy \$ _____

TOTAL DISCRETIONARY \$ _____

(Given directly to Celebrant and/or Servers)