
MARRIAGE AT ST 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. They must either a registered, active (participation and tithing) 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. Exceptions may be made, at the pastor's discretion, for the young adult children of active parents who have moved away and not found a home parish in their new location.

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 it. The certificates must be mailed directly to the parish office 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. If you are baptized Catholic and not yet confirmed, please bring this to the priest's attention IMMEDIATELY. A non-Catholic bride or groom who has been baptized in another Christian faith must also submit a copy of their baptismal record.

Letter of Pastoral Permission

Any Catholic who has not been a registered parishioner of Saint Joseph University Parish for at least one year must have a letter of pastoral permission from their 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.

Annulments

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 an 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.

Deceased Spouse

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 also encompasses the civil/legal requirements for marriage. Therefore, the Vigo County Clerk's office 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. The office will submit the marriage license to the clerk's office for you.

Having a Civil Marriage Blessed

"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. Convalidations are traditionally celebrated during a regularly scheduled Mass or in a small ceremony immediately after Mass.

THE MARRIAGE PREPARATION PROGRAM

The Marriage Preparation Program REQUIRES:

- 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

Prenuptial 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 is an online multiple-choice questionnaire that guides your sponsor couple in discussion with you. 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. Your work with your

sponsor couple will take place over several sessions. It is preferable to begin this process immediately after setting your wedding date.

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.

Lectors

Those who serve in the parish as lectors are available to serve in this ministry at wedding celebrations. The priest or wedding coordinator can make recommendations. If the couple wishes to ask friends or family members to serve in this ministry, they are 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 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 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 \$20 be given to each server.

MUSIC

Consultation

The Wedding Coordinator (WC) 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 WC 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 known to 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 WC. This assures quality and adequate knowledge of music for the Catholic ceremony. If the requested musicians do not possess this knowledge, then the WC 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 WC.

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. It is desirable that both the bride and the groom attend meetings with the WC 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 WC is desired, the music choices must be reviewed and approved by the WC 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. 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 are payable directly to the musician. The parish does not pay musicians for this ministry. The WC will provide you with their names well in advance. Please drop their payment off at the office no later than two weeks before your wedding. This avoids any confusion on the wedding day. 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 routinely provide worship aids. Should you desire a worship aid please discuss this with the WC when you meet to plan your wedding music. In some circumstance we may be able to provide, at your cost, a basic worship aid. If you wish for something more elaborate the WC will provide you with all the necessary information so that you may have them printed.

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 should 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 make sure that everyone is on time. Rehearsal begins promptly at 6pm (unless discussed otherwise). All participants must be there BEFORE rehearsal begins. There may still be parishioners present from evening Mass. Remind everyone that Mass will be concluding as they arrive in the Church. Rehearsal usually ends by 7pm. It cannot be extended to accommodate late comers. Any members of the wedding party unable to show proper decorum during rehearsal will be asked to leave and will not be able to participate in the wedding. We recommended that you not schedule a rehearsal dinner to begin before 7:30pm.

THE WORSHIP ENVIRONMENT:

Decorations and Flowers

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 distraction. Please remember that people, not decorations, create the mood for your wedding. A simple rule of thumb: less is more. We are happy to make recommendations for local florists familiar with our space.

Our Parish Environment 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; in front of the main altar, and at the front entrance, if there are no other decorations already there. Placement of flowers must not obstruct the view of anyone present. 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.

Candles

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 back altar candelabras with beeswax candles:

One candelabra 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. We can provide a basic candle trio. If you wish for more elaborate or customized candles we ask that you provide your own. The WC can give an example of what works with our stand.

DRESS AND BEHAVIOR

Your wedding is the celebration and receiving of a Sacrament. The most important moment of your wedding will happen in the 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, as well as a legal contract, 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 all dresses be modest. This includes, but is not limited to: being low cut (in the front or back), sheer panels, or short skirts. If it wouldn't be appropriate for Easter Sunday, it likely isn't for a church wedding. If there are any specific questions about the appropriateness of dress, for men or women, please speak with the WC or priest BEFORE you place an order. Inappropriate dress will require last minute alterations that are stressful for all. Weddings cannot and will not be held for late arrivals.

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, page 19.

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 can be included in the worship aid and/or on a sign placed at the entrance to the church. The cantor may also make an announcement before the ceremony begins.

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 and protocol should be answered well ahead of time, not immediately before the wedding ceremony.

PARISH FACILITIES

The bride and groom and their 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. Room availability is not guaranteed. If you There is a fee for use of the Parish Center, see the *Wedding Fee Sheet* at the end of the book.

The maximum seating capacity in the church is 500.

Items Not Permitted	Items Permitted
Smoking and/or alcohol Aisle runner in the church: is a hazard on our terrazzo floor “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	Silk flower petals
OUTSIDE	
Items Not Permitted	Items Permitted
Flower petals Throwing birdseed, rice, or confetti Releasing balloons	Ring bells Blowing bubbles Please discuss any other ideas with the priest

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 the Fee Schedule on page XX for a breakdown of all fees. If you are experiencing financial hardship, please speak to the pastor.

SAINT JOSEPH UNIVERSITY PARISH WELCOMES YOU

As a newly married couple, we request that you contact the parish office to update our records with your new status. Send an email to ParishOffice@stjoeup.org with any name or address changes. Congratulations!

WEDDING CHECKLIST

Immediately

- Schedule the date and time of your wedding and rehearsal with the Priest
- Confirm with the Parish Office the availability of spaces for the bridal party if needed
- If only doing preparation at SJUP, submit fee.

As soon as possible

- Sign up for a Tobit/Pre-Cana/Engaged Encounter Conference
- Meet with the Wedding Coordinator (WC)

One Month before Wedding

- Submit your liturgical planning sheet

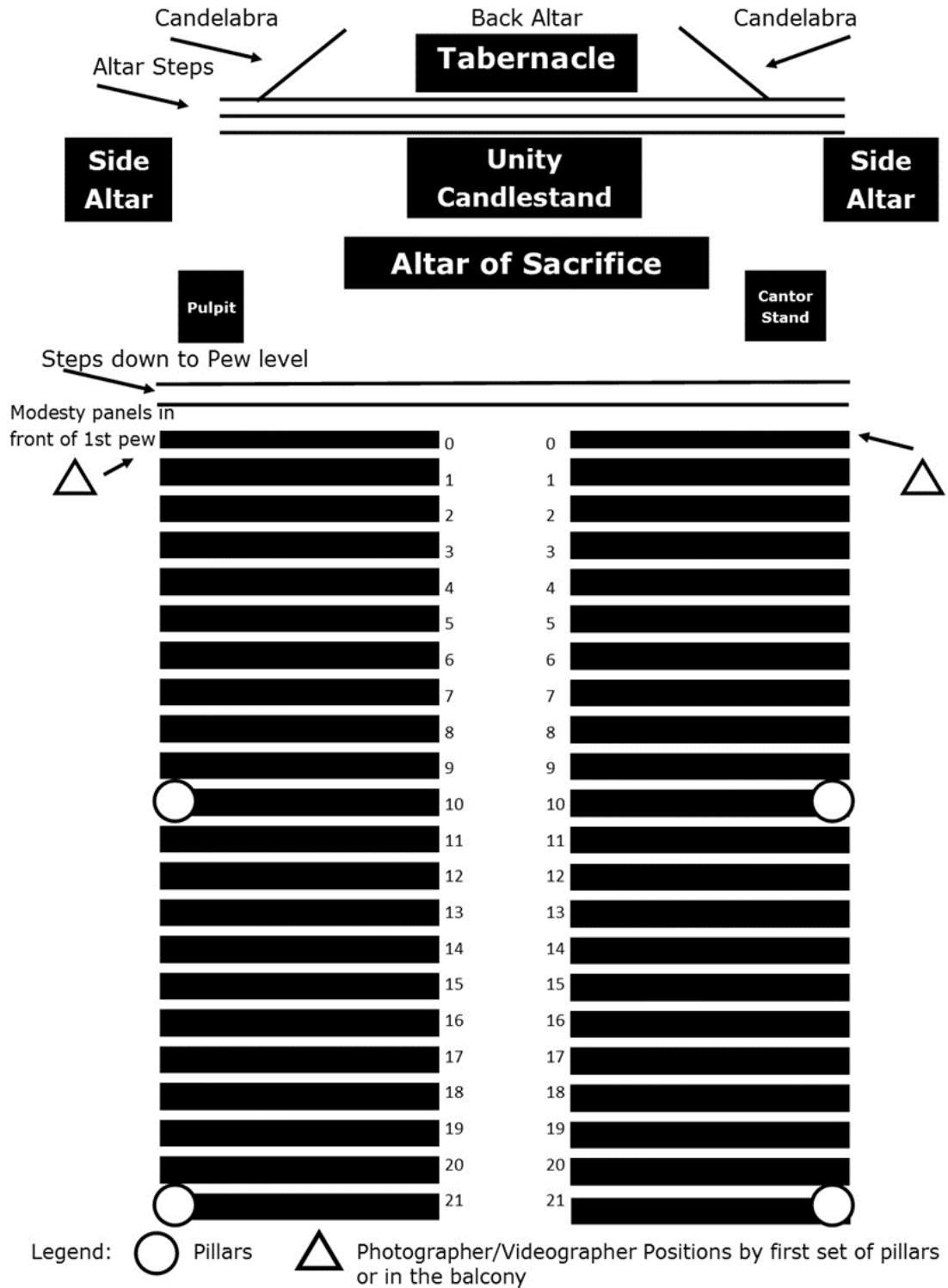
At Least Two weeks before Wedding

- Submit your wedding license to the presider
- Submit facility and preparation fees and any room/candle fees
- Turn in presider, wedding coordinator, and musician fees to the office

On the Day of the Wedding

- Gift of \$20 to each of the servers

CHURCH DIAGRAM



Seating Capacity: 500

Names _____

Wedding Date _____

Wedding Fees

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

Fees Payable to St. Joseph University Parish

Required:

Facility Fee ☐ Parishioners \$250 ☐ Non-Parishioners \$450 \$ _____

Wedding Prep Fee ☐ \$20 (if preparation done at St. Joe's) \$ _____

Total Required Fees \$ _____

Optional:

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

☐ Parishioner \$75 ☐ Non-Parishioner \$125 \$ _____

Up to two rooms may be selected. Room selection is subject to availability.
Adjustments may be required based on Parish needs.

☐ Gregorian Room ☐ DJV ☐ Chapel

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

Cleaning Fee (required for room rental) ☐ \$50 \$ _____

Candles: (Arrangements must be made 2 months in advance for candles)

☐ Aisle Candles

☐ 22 candles \$180 \$ _____

☐ 16 candles \$140 \$ _____

☐ 10 candles \$100 \$ _____

☐ Candelabras (2 on high altar) \$50 \$ _____

☐ Unity Candles \$35 \$ _____

Total Optional Fees \$ _____

TOTAL FEES \$

Security Deposit ☐ Parishioner \$50 ☐ Non-Parishioner \$100

\$ _____

A separate check payable to St. Joseph- check will be returned after the wedding if no damage occurs and the church is returned to its original state. This includes programs, flowers, and all belongings.

Fees Payable directly to Provider

Wedding Coordinator ☐ \$200 _____ \$ _____

Pianist ☐ With Mass \$150 ☐ Without Mass \$120 _____ \$ _____

Organist ☐ With Mass \$150 ☐ Without Mass \$120 _____ \$ _____

Cantor ☐ With Mass \$130 ☐ Without Mass \$100 _____ \$ _____

Pastor (\$150+ suggested) _____ \$ _____

Altar Servers (Gift from couple-\$20 suggested) _____ \$ _____

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: _____

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:

Have you hired a separate event coordinator who will be at the wedding? YES NO

EC Name and Phone _____

Names to be Addressed as:

Bride & Groom's Address after Marriage:

Phone number after Marriage: _____

E-mail address Groom: _____

E-mail address Bride: _____