



St. Paul Catholic Church

***9 El Pomar Road
Colorado Springs, CO 80906
(719) 471-9700
www.stpaulcos.org***

Wedding Guidelines



Your wedding day is a joyous occasion for you, your families and friends. Your marriage reminds Christians that God is love. For in the marriage covenant we are invited to see Christ's relationship with the Church. We are here to help you prepare for, and celebrate your wedding in a spirit of joy, prayerfulness, and love as Christ was present at the marriage feast in Cana of Galilee.

~Msgr. Bob Jaeger, V.G. Pastor

Welcome to St. Paul Catholic Church

St. Paul welcomes you to your marriage preparation process. Here is an overview of the process you will follow to celebrate your Sacrament at St. Paul Parish.

Requirements Check List for a St. Paul Parish Wedding

- ☐ **Registration for marriage preparation:** You will meet with the Priest or Deacon at least **12 months** prior to your anticipated wedding date. No other reservations or plans should be made prior to this meeting. You will make your reservation by contacting the parish number (719) 471-9700.
- ☐ **Reserving your wedding date:** After your initial meeting with the Priest or Deacon, be sure to contact the parish Administrative Assistant, Jolene Sisneros to reserve a wedding date. At this time you will be required to sign St. Paul's Wedding Policy Agreement, as well as make your initial non-refundable deposit. *All remaining fees/balances must be paid in full at least one month prior to your wedding date.*
- ☐ **Meet the Coordinators:** Be sure to contact the below named coordinators at least six months prior to your wedding date to help you plan your wedding ceremony. St. Paul's wedding coordinator is Liz Kruse, she can be reached via email at lizkruse777@gmail.com , and the music coordinator Myoung Bosley who can be reached at mbosley@stpaulcos.org
- ☐ **Marriage Preparation Process:** The celebration of your wedding is contingent upon the entire preparation process. This preparation process includes:
 - ☐ Initial interview with the priest or deacon.
 - ☐ FOCCUS Inventory process
 - ☐ Engaged Encounter Weekend (optional)
 - ☐ Natural Family Planning (NFP) Sessions
 - ☐ Marriage Preparation Course
 - ☐ Final meeting with priest or deacon to review all necessary paperwork.
- ☐ **Other Requirements:**
 - ☐ In most cases, the engaged couple is Catholic; however, at times a Catholic party may seek to marry a Christian outside of the Catholic faith or someone who is not baptized. These situations require special permissions or dispensations that will be explained to you in your first interview.
 - One of the following needs to apply:
 1. The bride or groom is a member of St. Paul Parish or is the son or daughter of members of the parish.
 2. If you have recently moved into our parish boundaries, a note from your previous parish confirming your membership will be required.
 3. If you or your intended spouse have been married before, you will need to discuss this in the first interview mentioned above. If the

Church has annulled the previous marriage, you will need to provide the prescript attesting to the fact to the priest or deacon who is overseeing your preparation.

- 4. If you are Catholic, you must get a current copy of your baptismal certificate from the parish of your baptism dated six months before your wedding day.**
- 5. All the necessary documents must be turned into St. Paul's at least one month before your marriage date.**

Please note: Members of a parish other than St. Paul's (within the boundaries of the Diocese of Colorado Springs) need to send a letter with your entire marriage preparation file. This letter verifies the completion of your marriage preparation. The letter must be signed by your priest or deacon and be provided to St. Paul at least four weeks prior to your wedding date.

If your marriage preparation is completed outside of the Diocese of Colorado Springs, your marriage preparation packet must be sent from your local diocese or archdiocese to the Diocese of Colorado Springs Tribunal. This needs to be sent at least six weeks prior to your wedding date with a letter indicating your marriage is to take place at St. Paul. Do not make any firm commitments to reception facilities, etc., before your first interview with the priest or deacon. They will assist you as you prepare for your wedding.

The Marriage Ceremony



The marriage ceremony will take place within Mass if both parties are Catholic. If both parties are not Catholic (baptized non-Catholic or not baptized), the marriage ceremony will take place outside of Mass. You will have the opportunity to discuss your ceremony options with the priest or deacon who will preside at your marriage.

The following are general guidelines for your marriage:

- ☐ **Marriage ceremony will take place on a Saturday. Either in the morning or the afternoon. If you choose the afternoon Within Mass, the ceremony will take place at 2:00 p.m. Without Mass the ceremony will take place no later than 2:30 p.m. No marriage ceremony will be scheduled on Sunday.**
- ☐ **If a priest or deacon from another place will preside at your wedding, he will need delegation from our Pastor, Msgr. Bob Jaeger. We will contact him with the necessary form for that purpose. Please indicate your desire at your first interview.**
- ☐ **You will need to meet with the Parish Director of Music and the Wedding Coordinator at least six months prior to the wedding date. The wedding coordinator will meet and discuss your options (i.e. wedding readings, procession selection of readings from the**

book ***"Together for Life,"*** prayers, etc.). The music coordinator will help you with cantors and/or instrumentalists. Pre-recorded music is not permitted.

- ☐ **The Church or Chapel will be available one hour before the wedding time.**
- ☐ **If you are Catholic, you are urged to go to confession prior to your marriage.**
- ☐ **If you should plan to have children serve as flower girls or ring bearers, they should be able to walk down the aisle unassisted (no wagon or other items allowed).**
- ☐ **No dropping of flowers or silk petals in the aisle.**
- ☐ **No flowers to Mary or unity candles permitted.**

The Rehearsal



Rehearsal Guidelines:

- ☐ **The wedding rehearsal is usually scheduled the day before the wedding.**
- ☐ **Our wedding coordinators will conduct the rehearsal.**
- ☐ **The time allotted for the rehearsal is one hour. You are responsible for making sure that the members of the wedding party are present on time.**
- ☐ **You must bring the Marriage License to the rehearsal and all other information the coordinator may ask of you. The wedding cannot proceed without a civil license obtained from a Colorado county no sooner than 30 days before the marriage. Both the bride and the groom must be present to apply for the license.**

Decorations



- ☐ **Flowers, garlands, or other decorations are not permitted on the altar.**
- ☐ **Floral arrangements can be placed in front of the altar or on the sanctuary floor out of the way of the movement necessary for your wedding. Flowers used at the wedding in our sanctuary remain there, as a gift to the parish after your ceremony is complete.**
- ☐ **Standing candelabras or candles are not permitted.**

- ☐ **We do not permit the throwing of rice, birdseed, confetti, or flower petals. All items in the Church will remain in place.**
- ☐ **Aisle runners are not allowed for safety reasons.**
- ☐ **The wedding coordinator will let you know who is responsible for removing all decorations immediately following your wedding. She will also inform you when you can get into the church to decorate for the ceremony.**

Photography & Videography



- ☐ **Most professional photographers and videographers know how to conduct themselves during the marriage ceremony. It is important to remind them that they cannot come into the sanctuary or disrupt the ceremony in any way.**
- ☐ **The use of flash bulbs has become almost unnecessary with the development of modern photographic equipment. However, if your photographer wishes to use them, they must avoid using them in a way that would interfere with the participants' ability to see.**
- ☐ **All photos must be completed by 3:45 p.m.**

Church Fees

All fees associated with your wedding must be paid at least one month prior to the wedding date. One check may be written for all fees except those mentioned below. We do not accept credit or debit cards. Stipends for the musicians, wedding coordinator, and the priest/deacon who will preside at your marriage must be handled separately and paid on the day of wedding rehearsal.

- **Deposit to hold the date for your wedding at St. Paul: \$250.00 non-refundable. **If you are reserving the Pauline Memorial Chapel for your ceremony you must contact The Broadmoor Hotel.**

• Members	\$475.00
• Non-Members:	\$1000.00
• (Suggested) Stole to Priest:	\$200.00
• (Suggested) Stole to Deacon:	\$200.00
• Musicians:	\$150.00
• Cantor:	\$125.00/\$150.00
• Altar Servers (2):	\$15.00 each
• Church Wedding Coordinator:	\$200.00

Julie Penrose Hall Rental

Often couples choose to make use of our Parish Hall for their receptions. You may contact our parish receptionist, Jolene Sisneros (719-471-9700) for further information about the options that are available for the use of our hall.

Miscellaneous

- ☐ **Food and drink (except water) are not allowed in any area of the building.**
- ☐ **St. Paul does not provide a location for the bride's hair stylist or make-up artist.**
- ☐ **St. Paul will ONLY use their Altar Servers.**
- ☐ **St. Paul will only use their Extraordinary Ministers of Holy Communion and Sacristans because they are mandated by the Diocese of Colorado Springs (positions will be provided).**
- ☐ **No live animals, with the exception of service animals, will be allowed.**
- ☐ **Alcohol is not allowed in any area of the building. If an open alcohol container is seen before the wedding, the wedding will not take place and will have to be rescheduled for another day. Additional fees and charges will be applied if this should occur.**
- ☐ **All areas that are used for the ceremony must be cleaned. There are no housekeepers on weekends.**

Consent Form

This form must be signed and returned to our wedding coordinator or the Parish Office six months prior to your wedding date.

We have read the Wedding Guidelines of St. Paul Parish and agree to abide by them

Groom _____

Date _____

Bride _____

Date _____