

January 2017

## **Wedding Guidelines St. Andrew Church**

### **St. Elizabeth Ann Seton Parish**

**OUR CHURCH BUILDING IS A HOLY PLACE AND SHOULD ALWAYS BE ENTERED INTO WITH JOY AND REVERENCE. TO ASSIST YOU IN YOUR EFFORTS TO SHOW RESPECT FOR PARISH PROPERTY, FOR THE EMPLOYEES, AND FOR THE VOLUNTEERS WHO WILL DONATE THEIR TIME ON YOUR BEHALF, THE St. Elizabeth Ann Seton LITURGY COMMITTEE HAS ESTABLISHED THE FOLLOWING GUIDELINES FOR THE ST ANDREW LOCATION:**

**MUSIC:** Your wedding day is one of the most memorable days of your life, and choosing appropriate music to enhance your wedding ceremony is an important consideration. It is recommended that couples employ the service of parish musicians as they have full knowledge of the musical instruments available, and are familiar with parish liturgical practices. **If you choose to use someone other than a parish musician, a list of music must be provided in advance to ensure it follows the wedding rite.**

Music for your wedding should be provided by one of the approved Music Ministers of the Richmond Catholic Community. Vocalists are available as well. The following organists/pianists provide this service:

***Debbie Hanneman 855-3526; Tom Walker 965-9952; Evan Schroeder 765-993-9702***

**SCHEDULING:** Weddings may be scheduled on Saturday afternoons. There is a 5PM Saturday evening Mass at St. Mary's. Therefore, the latest a wedding time at St. Andrew is 2:30PM if Father Kevin is the Celebrant.

**DECORATIONS:** Each season of the church year is unique and is expressed by art and environment. Due to the time and planning required to create these works of art, we ask you to **not disturb the decorations that are already in place in the church.** Wedding flowers may be placed in front of the altar, but not on the altar, except for the Unity Candle with flowers. Flowers also cannot be higher than the altar (36"). They must be real to be in the altar area unless approved by the Sacristan. None of the decorations or **plants** in the church are to be moved, removed or altered without the permission of the Sacristan. The parish only provides the plants that are present in the altar area.

Outside decorations are permitted but must be provided by the couple and not the parish. The couple must make arrangements for these to be put up as well as removed from the church.

**BULLETIN BOARDS AND INFORMATION RACKS:** These should not be altered or removed. No tape on the second set of doors at the entrance of St. Andrew past the Vestibule. There should be no need to cover the glass. Arrangements can be made for the bride to wait in the Cry Room with the curtain closed.

Again, please take note that minimal movement of plants is preferred.

**CANDLES AND CANDELABRAS:** Candles and candelabras are furnished at St. Andrew church.

Pew bows and other decorations are not usually provided. However, at St. Andrew, the parish has a few choices of pew bows available for use. Tape, glue, wire, or tacks are not to be used to attach decorations to the pews.

Unity candles are not provided, but holders are available. You are permitted to use your own unity candleholder. Candle use is restricted and must be approved by the Sacristan. The location of your unity candle during the ceremony will be determined by who the Celebrant is. Father Kevin prefers it on the altar.

**SACRISTAN:** The parish has a sacristan who will assist you in any way she can, and will have the answers to your questions about the subjects mentioned in these guidelines. Please feel free to call the Sacristan listed below who serves St. Andrew parish where you will be getting married. Please make arrangements with the Sacristan at least 2 months if not earlier for your wedding to begin planning and preparation.

**St. Andrew**

**Beth Van Der Burgt**

**935-6516**

**bethvdb@parallax.ws**

**AISLE RUNNERS:** No aisle runners of any type are permitted at St. Andrew

Also, if flower petals (real or artificial) are to be used, please have a designated person to help clean these up after the ceremony.

**FOOD AND BEVERAGES:** These are not permitted in the church. Alcohol and smoking are prohibited on all church property. Food catered and otherwise, brought in for the wedding party prior to the ceremony should be kept to a minimum with someone designated in advance to dispose of leftovers and to clean up the area. This is very important since the areas used for gathering and dressing prior to the ceremony are generally used on Sunday.

**PROGRAMS:** Please provide a program for the wedding ceremony preferably the week prior to the wedding. If you choose not to have a program, the Sacristan will need an itinerary for the Ceremony with music and wedding party names to help facilitate the ceremony on the wedding day.

**PICTURE TAKING AND VIDEO TAPING:** These are permitted, but because of time limitations between the end of the ceremony and the necessary and important preparations that have to be made for the weekend liturgies, you are asked to please be considerate in the length of time taken for this purpose after the wedding. We request that picture taking be completed within one hour after the ceremony.

Photographs or videos may be taken in the church proper or from the choir loft. Photographers and Video Technicians should be as inconspicuous as possible. **Photographers are not permitted to enter the sanctuary area during the ceremony**, but video cameras may be used if they are unobtrusive and unmanned. Spotlights are not allowed.

The Seton Broadcast Club is available to video tape your wedding.

Please contact **Dave Marsee 935-3894** to arrange this.

**RICE, CONFETTI, BIRDSEED, SPARKLES, ETC.:** These are not allowed. They **MAY NOT** be thrown on the sidewalk outside of the church, in the church vestibule, or in the church proper. We prefer that balloons not be released because of their effect on the environment and wildlife. They are not permitted in the church either. **Bubbles are only permitted.**

**ATTIRE:** Proper attire is expected even at rehearsals. Business casual is preferred.

**PERSONAL ITEMS:** Responsibility for all personal items is yours. Do not leave personal items unattended at any time. The parish is not responsible for items left in the dressing rooms or any other area. Please make sure the office conference room and the school media center are left as you found them and all items are removed.

**DRESSING AREAS-PARISH FACILITIES:** On the wedding day, the bridal party may get ready at the parish. It is preferred that the men come dressed and ready to go. The men may use the office conference room. The women get ready in a designated classroom at Seton Catholic High School. The exact room will be mentioned at rehearsal. There are no exceptions to this but bad weather. The women will not get ready in the Cry Room. They will be in the Cry room just right before the wedding ceremony.

**REHEARSAL:** Please bring your marriage license to the rehearsal at the church the evening before your wedding. The time for Rehearsal is usually 6PM unless otherwise determined. Please arrive promptly and be present by 5:45PM.

**FEES:** The church does incur expenses for your wedding. The expenses include preparation materials, heat or air conditioning, lights, candles, use of facilities and their attendants. Therefore, it is asked that, if at all possible, the engaged couple meet the following expenses:

\$500 unless otherwise determined by the pastor

Fees should be paid one to two weeks prior to the wedding at the Richmond Catholic Office.

An honorarium for the Sacristan, who will be donating considerable time and effort to see that your wedding ceremony needs are met, is also appropriate. She is a volunteer of the parish.

All other fees, agreed upon in advance by those involved in the ceremony, are to be paid directly to those persons.

THESE GUIDELINES HAVE BEEN ADOPTED TO HELP MAKE YOUR WEDDING DAY A HAPPY, FAITH-FILLED DAY. WE OFFER YOU OUR BEST WISHES FOR A JOYOUS CELEBRATION AND A BLESSED LIFE TOGETHER. WE CONGRATULATE YOU AND PROMISE YOU OUR PRAYERS.