

Wedding Policies at 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 CHURCH 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 POLICIES WHICH HAVE BEEN APPROVED BY FR. KEVIN FOR THE ST ANDREW CAMPUS 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 and approved 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. The latest wedding time at St. Andrew is 2:30PM. *(The 4:00PM Spanish Mass will be canceled on Saturday's that there is a wedding.)*

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, with the exception for the Unity Candle with flowers. Flowers also cannot be higher than the altar (36"). They must be real, not artificial arrangements, 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/flowers 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. Flowers may be delivered to the church on Saturday morning after 9:00AM.

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.

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 church has a few choices of pew bows available for use. Contact the sacristan to view your available options. 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 on the altar only.**

SACRISTAN: The church 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 church where you will be getting married. Please make arrangements with the Sacristan at least 2 months prior to your wedding to begin planning and preparation. An earlier meeting is preferred.

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.

ANIMALS: No pets are allowed to be part of the wedding ceremony.

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. No flashes during the wedding ceremony are permitted. Flash photography is permitted for the pictures before and after the ceremony.

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 permitted** outside the church.

SAND: No sand type ceremonies are permitted at any time.

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 classroom 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 church. 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 to be no later than 6PM. Please arrive promptly and be present by 5:45PM. It is permitted to have an earlier time, but not a later time for rehearsal.

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 the engaged couple meet the following fee schedule to cover parish expenses. Fees should be paid two weeks prior to the wedding at the Richmond Catholic Office.

\$500.00 (unless otherwise determined by the pastor)

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 (musicians, photographers, etc.), 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.