

Wedding Guidelines at St. Brigid and St. James

The Sacrament - An Overview

The Sacrament of Matrimony is an act of worship and although it has its own special quality, it should have those elements common to all acts of worship. The Sacrament of Matrimony is part of a wider parish experience of prayer. Therefore, the parish's normal celebration of Sunday worship should shape what is done at weddings.

A wedding liturgy is not a private moment for the bride and groom and their families. The Roman Catholic Church teaches that the wedding liturgy is a public sacrament of the Church. Like all public worship services and sacraments, the Church provides us with rituals and guidelines which maintain the liturgy's sacredness, dignity and Christ-centered prayer.

Requirements

In order to celebrate matrimony in the Roman Catholic Church, there are three requirements:

(1) One of the two persons must be a baptized Roman Catholic person, (2) Both persons must not be currently married as understood by the Roman Catholic Church. (3) Both persons must be 18 or older.

The three requirements establish a couple's freedom to marry as understood by the Roman Catholic Church. The Archdiocese of Louisville requires a minimum of six months preparation time between the engagement and the marriage ceremony.

Once the marriage date is negotiated and approved at the parish, the couple will need to initiate and complete the marriage preparation process (Pre Cana) as required by the Archdiocese of Louisville, this parish and the celebrating priest or deacon.

Common Answers/Issues (more details in the corresponding sections)

All communication between the parish staff should be directly with the couple. Outside secular coordinators will not be included in communication/meetings. It is the responsibility of the couple to pass along any relevant information.

The date and time of the ceremony noted on the contract is guaranteed. While we do try to accommodate requests, any changes to this can not be guaranteed and should be discussed with Elizabeth Lichtsteiner. (setting date and time)

Any deviation from the Together for Life reading options, including providing your own petitions, must be approved through Elizabeth Lichtstiener and submitted no later than one (1) month prior to the ceremony. (the celebration)

Visiting presiders are guests, and should respect the guidelines of the parish concerning the celebration of the Sacrament of Matrimony. (presider)

The Music Director for the parish will arrange all musicians/cantors. Outside musicians must be approved by the music director and arranged through him. (music)

Seasonal decorations, already in place, are not removed for the celebration of a wedding (environment/decorations)

There are very specific places where flowers are allowed on the altar. Please see Elizabeth Lichtsteiner for more details. (environment/decorations)

Nothing may be placed in the aisle on the floor, including but not limited to flower petals, aisle runners etc. (safety)

Setting the Time and Date

Your wedding celebration may be scheduled as follows:

At St. Brigid: Friday evenings up to 6pm; Saturdays up to 1pm.

At St. James: Friday and Saturday evenings up to 6pm.

There is also the option of celebrating your marriage during the week or at the regularly scheduled Saturday evening or Sunday morning liturgies.

You will have access to the church up to two hours prior to the ceremony. We allow one and a half (1.5) hours for the ceremony, followed by thirty (30) minutes for pictures afterwards.

The default rehearsal time is 6:00 pm on the day prior to the ceremony. This may be subject to change based on prior availability or upon request.

The date and time of the ceremony noted on the contract is guaranteed. While we do try to accommodate requests, any changes to this can not be guaranteed and should be discussed with Elizabeth Lichtsteiner.

The Celebration

As a general rule a Catholic couple will celebrate their marriage within the Liturgy of the Eucharist (Mass). For inter-faith marriages, it is suggested that the ceremony be held without Mass. You should discuss the liturgy with the priest or deacon who is assisting you with marriage preparation.

You should also be aware that there are liturgical and logistical guidelines that govern the structure of the celebration (ie. procession order, music, readings, etc.).

Marriage License

The couple must present a valid marriage license before the marriage ceremony. A Kentucky marriage license must be obtained no sooner than thirty days before the wedding date.

Please turn in the marriage license with the envelope provided and unsealed.

It is our policy that the wedding coordinator will print the names of the witnesses to ensure legibility. Witnesses are no longer required to sign. Contact Elizabeth Lichtsteiner with any questions.

The parish wedding coordinator will turn in the Marriage License to Elizabeth Lichtsteiner who will document the wedding and send it in. You should receive your official State License within 30 days of the ceremony.

Officiant

The Presider is a priest or deacon of the parish, or with the pastor's permission, another priest or deacon whom you request. In the latter case, the visiting priest or deacon should be in early contact with the pastor since the visiting Presider will be responsible for completing all marriage forms, conducting rehearsals, etc. Visiting presiders will respect the guidelines of the parish concerning the celebration of the Sacrament of Matrimony.

It is the responsibility of the couple to contact their chosen, including Fr. Gary or Deacon Will, to make sure he is available for their date and initiate the Pre Cana process.

Lectors - Ministers of the Word

Careful attention should be given to the selection of those who will serve as lectors. It is recommended that a family member or close friend who is trained in this ministry assume the role. Lectors are expected to attend the rehearsal.

Eucharistic Ministers

If you have family members or close friends who are Eucharistic Ministers, you may ask them to minister at Communion. This means they have attended the proper training provided by the Archdiocese and perform these duties at their home parish.

Music

The bride and groom are asked to contact the parish Music Director upon receiving these guidelines. For St. James weddings, contact Philip Hines and for St. Brigid weddings, contact Dr. Tom Parr (contact information below).

The Music Director will help the couple plan specific aspects of their ceremony regarding wedding music planning, the liturgical guidelines which must be followed, and fees and payments for musicians, cantor and the parish wedding coordinator.

The Music Director will also arrange for the services of any approved outside musicians (e.g., trumpet, flute, violin etc.). The parish professional musicians are the regular musicians - organist/keyboard and cantor/vocalist - for all weddings at St. Brigid and St. James. Guest musicians are not permitted.

A cantor and keyboardist are required for all weddings. At a wedding liturgy, the cantor holds a key position as leader of prayer for the assembly. The function of this leader of prayer is most frequently a dialogue, a back-and-forth exchange with the assembly. The responsorial psalm, the gospel acclamation, the Lamb of God and the communion processional are examples of this dialogue form of prayer.

No recorded music will be permitted under any circumstances.

Getting Ready

Both St. Brigid and St. James provide waiting space for the bride and her attendants and the groom and his attendants. These spaces have access to restroom facilities. It is very important that these rooms be left in order when the wedding is over. Please be sure that flower cartons, vases and all personal items are removed from the church and preparation space immediately after the celebration. Please appoint someone to this task.

Parish Wedding Coordinator

The Parish Wedding Coordinator is empowered to direct many areas of wedding rehearsals and ceremonies: She leads the rehearsal and ensures the ceremony runs smoothly. The coordinator unlocks and prepares the church for both the wedding rehearsal and the wedding liturgy, handles logistics, directs the placement of flowers, serves as Sacristan for the wedding liturgy, and assists the priest or deacon celebrant etc.

Outside Professional Wedding Coordinators

While these individuals may assist the couple in many areas of wedding planning, outside wedding coordinators are not allowed to direct any aspect of the wedding rehearsal or wedding liturgy. Only the Parish Wedding Coordinator, the Parish Worship/Music Director, and the Presider may exercise authority in these areas.

Programs/Worship Aids

The church does not provide programs for the ceremony. If you would like a template for the order of the ceremony please ask Elizabeth Lichtsteiner.

Environment/Decorations

Seasonal decorations, already in place, are not removed for the celebration of a wedding. This would be particularly true during the Advent, Christmas, Lent and Easter seasons. The Sacrament of Marriage is a festive occasion celebrated with the liturgical seasons of the Church year.

Wedding Decorations. Flower arrangements may only be placed on pillars on either side of the High Altar (ask Elizabeth Lichtsteiner for a picture) to ensure that all the assembly may fully participate in the liturgy. Wreaths may be hung on the doors at the entrance.

Nothing may be placed in the aisle for safety reasons.

Nothing may be placed on the pews.

Any decorations left in the church will be discarded unless prior arrangements have been made to pick up or dispose of them.

Wedding Photos

All photographers must introduce themselves to the Parish Wedding Coordinator, and abide by their instructions. Pictures of the wedding party and family may be taken as follows:

Before the wedding: Pictures taken inside the church must be finished 45 minutes prior to the wedding celebration.

After the wedding: The wedding party may use the church for a period of **30 minutes** for pictures. Pictures may be taken during the celebration without flash or artificial lights. Photographers/Videographers may quietly and respectfully move behind or to the side of the worshipping assembly, without interfering with the celebration per the instructions of the parish wedding coordinator. Under no circumstances are they allowed to be in the sacristy or in the aisle during the ceremony.

We recommend that you ask your family and friends to refrain from taking flash pictures during the wedding celebration.

If your photographer/videographer would like to use the choir loft they must check in with the organist no later than 45 minutes prior to the start of the ceremony, before the prelude starts. If they do not do so, they will not be allowed in this space.

The photographer may not set up professional photographic equipment in the sanctuary under any circumstances.

Please share these guidelines with your photographer and video camera person. If there are any questions, please speak with the Wedding Coordinator before the celebration.

Safety

Because of significant safety hazards and potential obscuring of the assembly's view, special lighting, such as lighted archways, candelabra, aisle candles and signs are not permitted. Nothing may be placed in the aisle on the floor.

The use of wagons for transporting small children will not be permitted. Wheelchairs and other means of assistance for special needs persons are allowed.

Rice, confetti, flower petals, bird seed, etc., are definite safety hazards and can cause people to slip and fall. They are likewise very difficult to clean up.

For these reasons, throwing of the above- mentioned items cannot be permitted in the church or around the church building. Aisle Runners are not permitted in either church. No exceptions to this rule.

Stipends and Fees

Presider (Priest or Deacon): The celebrant does not receive any portion of the wedding fees. It is customary to give them an honorarium.

Musicians: The Music Director will provide a list of fees for all music provided.

Parish Wedding Coordinator: \$200.00, payable to the individual assigned to represent the parish and to assist at your wedding.

The Worship Space Fee: \$1800.00, \$800.00 deposit is due upon booking, the remaining \$1000.00 is due 30 days prior to the wedding date.

All fees for the Parish Wedding Coordinator and Musicians must be via the Music Director.

RESTRICTIONS ON CHURCH PROPERTY

Alcoholic beverages are not permitted to be brought onto church property (this includes both the wedding rehearsal and the wedding day). Per canon law, no alcohol is to be consumed by the bridal party on the wedding day, prior to the wedding ceremony.

Smoking is not permitted in the church or preparation rooms. The chewing of gum or other substances will not be allowed during the rehearsal or the wedding ceremony.

All cell phones, pagers and other electronic devices must be silenced during the rehearsal and wedding ceremony.

Contact Information

Elizabeth Lichtsteiner, Wedding Director, weddings@sbsjlou.org

Fr. Gary Padgett, Pastor of St. Brigid and St. James, 502-645-8863 or gpadgett@sbsjlou.org

Dcn. Will Tribbey, Deacon of St. Brigid and St. James 502-775-9248 or deacon.will@sbsjlou.org

Phil Hines, St. James Music Director, 502-451-1420 x. 13 or phines@sbsjlou.org

Dr. Tom Parr, St. Brigid Music Director, 502-633-2273 or thomas.parr2@outlook.com