



*St. Brendan the Navigator  
Catholic Church*

*Sacrament of Matrimony  
Policies*

January 2021



Dear Wedding Couple,

Congratulations! You have reached a point in your lives where you wish to commit yourselves to each other before God in the Sacrament of Matrimony. We rejoice with you and want your celebration to be truly special – the foundation of your life together.

The celebration of the Christian Sacrament of Matrimony is a unique moment in your life as a couple and in the life of the Church. The Catholic community rejoices in a special way whenever a man and a woman wish to commit themselves to each other for life in faith and love. This commitment reflects the love of God for all people and is a symbol of Christ's love for the Church. Thus, the Sacrament of Matrimony is a deeply religious event as well as a personal celebration.

St. Brendan the Navigator Catholic Church has prepared these Policies and Guidelines regarding the celebration of the sacrament at our parish. We do this to ensure that, as well as being a joy-filled and festive liturgy, it may also be prayerful, appropriate and in conformity with the Catholic Church's understanding of the Sacrament of Matrimony.

While we understand the need for advanced planning and confirming dates with reception locales, florists, photographers and others, we strongly recommend that you contact us for wedding date availability. You should also meet with the priest or deacon who will be your celebrant before signing any contracts so it may be determined if there is anything in Church law to be addressed that may affect your selected wedding date. We will certainly work with you to accommodate a particular calendar date.

***Please note: If either the bride or groom have been married before, no wedding date can be set unless the previous spouse is deceased, or a church annulment of the previous marriage has been obtained.***

***In the case of a spouse being deceased, please provide a copy of the death certificate when you meet with the priest or deacon.***

***In the case of dissolution or divorce, let us know and we will put you in contact with the Pastor who will advise you on what needs to be done to obtain the annulment.***

To schedule a wedding at St Brendan or for additional details related to a Catholic wedding, please complete a **Marriage Request Form** located on our website ([www.stbrendans.net](http://www.stbrendans.net)) under Sacraments/Marriage. The information on this form will be reviewed by our Pastor who will determine the next steps.

If you have additional questions or would like to check wedding date availability, please contact Valerie Scheel, Wedding Coordinator, at [val1red@aol.com](mailto:val1red@aol.com) or 614-314-6815.

Thank you.

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## General Information

### What is the Sacrament of Matrimony?

The Catechism of the Catholic Church states...

“The intimate community of life and love which constitutes the married state has been established by the Creator and endowed by Him with its own proper laws...God Himself is the author of marriage. The vocation to the Sacrament of Matrimony is written in the very nature of man and woman as they came from the hand of the Creator. The Sacrament of Matrimony is not a purely human institution despite the many variations it may have undergone through the centuries in different cultures, social structures, and spiritual attitudes” (CCC,1603).

### Who can celebrate the Sacrament of Matrimony at Saint Brendan the Navigator?

A priest or deacon is able to witness a marriage if at least one of the parties - either the groom or the bride - is a Catholic or a catechumen.

### How soon after we are engaged should we contact St Brendan Parish?

To ensure you have adequate time to prepare in a serious way, either the bride or groom should contact St Brendan Parish at least six months before the anticipated wedding date, and the preparation should conclude no closer than eight weeks prior to the wedding date. Prudence suggests that you contact the parish even sooner—a year before the anticipated wedding date is not too early.

We encourage you to see this preparation time as more than just a “waiting period” for the ceremony, but rather an important, teachable moment in preparation for the lifetime journey on which you are both about to embark.

### What days and times are weddings scheduled in the church?

Weddings are normally scheduled on Saturdays, but you may marry on any day of the week. The Pastor arranges the scheduling of every wedding.

### **Saturday Morning Weddings**

- Wedding scheduled at 10:30 AM
- Access to the church begins at 9:15 AM
- Must have photography, clean-up, etc. completed by 12:30 PM

### **Saturday Afternoon Weddings**

- Wedding scheduled at 2:30 PM
- Access to the church begins at 12:30 PM
- Must have photography, clean-up, etc. completed by 4:30 PM

The Sacrament of Matrimony is never celebrated on Holy Thursday, Good Friday or Holy Saturday (the Sacred Triduum). The parish also does not schedule weddings on the second Saturday of August because of the St Brendan Parish Festival.

Couples may schedule weddings during Lent, but the penitential character of the season requires more subdued decorations.

### **How do we schedule our wedding date and confirm that date?**

When you contact Valerie Scheel (614.314.6815) or [val1red@aol.com](mailto:val1red@aol.com). She will check the availability of the date and time you would like to schedule. If in agreement, the date and time will be added to the parish master calendar. The email noting that your date and time have been added to the parish master calendar is conditional with the final confirmation when meeting with the assigned priest or deacon. At that point, the priest or deacon establishes if there is anything in Church law to be addressed that may affect the wedding date you have selected.

### **Who will be the celebrant at the liturgy?**

A priest or deacon assigned to St Brendan Parish usually officiates at all liturgies taking place at St Brendan Church.

Either the Pastor or Parochial Vicar is the celebrant for the Nuptial Mass. If the celebration is outside of Mass, one of our deacons may be the celebrant.

If you request a certain St Brendan priest or deacon for your wedding, we will make every effort to schedule that person as the celebrant.

If you have a special relationship with a Catholic priest or a deacon in another parish, that person may be invited to celebrate your wedding at St Brendan Church. However, you should discuss the matter with the St Brendan Pastor or your celebrant before inviting the friend to preside.

If a non-Catholic party has a special relationship with his/her Christian minister, you may invite the minister to assist in the ceremony but only at the discretion of our Pastor. Church law does not allow a minister to receive the vows, to preach, or to give the Nuptial Blessing. So, please discuss this with our Pastor or your celebrant before inviting the minister to assist.

### **What will occur during our initial meeting with our wedding celebrant?**

When you meet with your wedding celebrant, he will conduct a pre-marital interview and an assessment. He will also be responsible for guiding you through your "marriage preparation" and marriage file creation.

### **What is entailed in our “marriage preparation?”**

Preparation for the Sacrament of Matrimony is a process that includes:

- A series of interviews with the priest or deacon who will preside at your liturgy,
- Completion of the FOCCUS Couples’ Premarital Inventory or a similar inventory,
- Pre-Cana – Couple-to-Couple (parish-based) or two (2) diocesan Pre-Cana sessions or an Engaged Encounter weekend.

The priest or deacon will assist you with the FOCCUS Inventory and the Pre-Cana options.

You will also receive the “Together for Life” booklet at your first meeting to assist you with planning the readings, etc. for your liturgy. Mark it any way you want – it is yours to keep!

**If we live out of town, may we complete our “marriage preparation” at our home parish?** Preparing for the Sacrament of Matrimony is an important process. It is always best completed at the parish you attend on Sundays, and in the area in which you live. We want this to be an opportunity for you to grow, both together and as part of your home parish.

If you live some distance from Hilliard Ohio, you may be asked to contact your home parish to make arrangements with your parish priest or deacon for “marriage preparation” and assessment to be completed there. After the priest or deacon from your home parish has completed the “marriage preparation” process, he will transmit your file to his diocesan chancery to be forwarded on to the Diocese of Columbus Chancery.

**May we have a member of the St Brendan clergy team celebrate the wedding with us elsewhere?** If a member of St Brendan clergy is asked to perform the wedding liturgy at a Catholic church other than St Brendan Church, the Sacrament of Matrimony guidelines of that church will be adhered to as appropriate. If there are none, the St Brendan guidelines will be followed.

Before asking a St Brendan priest or deacon to preside at your wedding in another Catholic parish, you should talk to the Pastor of that parish to ensure that he has no objections. After he has given his permission, you may ask the St Brendan priest or deacon. Before he can witness the marriage, our priest or deacon will need written delegation from the Pastor of the parish in which the wedding occurs.

### **When is the wedding rehearsal?**

The wedding rehearsal is usually scheduled the evening before the wedding date and sometime between 5 PM and 7 PM. The date and time are placed on the parish master calendar when we add your wedding date to the calendar. It is important that this time be established as soon as possible so it will not be in conflict with other parish events that may be scheduled in the Church.

### **Who will assist us throughout the process of planning our wedding?**

The priest or deacon who is the celebrant for your ceremony and the parish wedding coordinator will assist you at all stages of your marriage preparation and with your wedding. The priest or deacon also works with you with respect to your marriage preparation and items that are not contained in these guidelines and policies.

The wedding coordinator is also available to assist you in planning your wedding. The wedding coordinator usually directs the wedding rehearsal.

### **May we use a professional wedding consultant?**

Wedding consultants are welcome to attend the rehearsal and the liturgy, but they don't have any input for activities at the Church which are the sole responsibility of St Brendan clergy and staff.

### **What if the bride and/or groom have been married before?**

The priest or deacon discusses this with you at the time of the initial meeting and the pre-marital interview.

- If your previous spouse is deceased, please bring a copy of the death certificate with you.
- If your previous spouse is living and the first marriage has been annulled, please bring the annulment documentation with you. If it has not been annulled, the priest or deacon will discuss the way forward with you. All previous marriages must receive a Decree of Nullity before we can book the wedding date or proceed.

***Please do not allow any concerns to deter you from meeting with the priest or deacon. We are here to help as much as we can and want to work with you.***

### **Natural Family Planning (NFP)**

Natural Family Planning seeks to reflect the dignity of the human person in married life and the gift of children. By complementing the love-giving and life-giving nature of the Sacrament of Matrimony, Natural Family Planning can enrich the bond between husband and wife. It is an excellent way of planning for the children you will have together as well as delaying pregnancy.

The Diocese of Columbus requires all couples preparing for marriage to be introduced to NFP so that they can decide if they wish to complete NFP training and incorporate it into their married life. The priest or deacon preparing you for marriage will share with you details of the various resources that are currently available.

### **What are the wedding fees?**

Please see Appendix A for a detailed list of fees.

Offsite wedding fees are negotiated directly with the priest or deacon because they will also incur travel expenses that must be covered.



## Required Documentation for the Marriage File

The parish is required to assemble several documents. We need to gather these in a timely manner, as they are required before the liturgy can proceed.

### Previous Marriage Documentation

If either of you has had a previous marriage, one of the following is required:

- A death certificate if the former spouse is deceased.
- A Decree of Nullity from the Catholic Church if the former spouse is still living.

One of these must be presented **before** a final date for your wedding liturgy may be confirmed by our Pastor.

### Baptismal Certificates

Catholics should contact the parish where they were baptized and request a copy of their baptism certificate *with all notations*. For Catholics the baptismal certificates must be dated within six (6) months of the wedding date.

- The original your parents received, and photocopies cannot be accepted.
- For baptized non-Catholics, while a church issued certificate of baptism with water is preferred, any documentary proof of baptism is acceptable, including an affidavit by a witness to the baptism. We require some form of documentary proof showing the person was specifically baptized in the name of the Father, the Son and the Holy Spirit.

### Certificate of Completion from a Pre-Cana Program or Engaged Encounter

**Marriage License...** A civil Marriage License must be presented no later than at the time of the wedding rehearsal. Please note: The priest or deacon **cannot** proceed with your liturgy without this document, unless your celebration is a convalidation of a civil marriage that has already occurred.

- In Franklin County, Ohio, the Marriage License is obtained from...  
Franklin County Probate Court, Marriage Licensing Department  
373 South High Street, Columbus, OH 43062  
614-462-3898
- The Marriage License may be obtained no earlier than 60 days prior to the wedding.
- Immediately after the wedding the priest or deacon will send to the Franklin County Courthouse notification of the wedding. Ten days or so later the couple can obtain from the Courthouse an official certificate of their marriage. The priest or deacon will put the actual marriage license in the marriage file retained in the parish archives.

### Visiting Priest or Deacon Officiating at St Brendan Parish

You must provide the Pastor or your celebrant with the name, church address, email address and telephone number of the visiting priest or deacon you would like to have preside at your wedding.

**All visiting priests and deacons must have the St Brendan Pastor's permission to participate in the liturgy.**



## Parish Wedding Policies and Guidelines

*“The Liturgy is the source and summit of the Christian life, and from it flows the Church’s power and strength because of the sacrifice of Jesus Christ on the cross.” (Sacrosanctum Concilium, Vatican Council II)*

Out of respect for God, the house of God and the sacredness of the wedding liturgy, a few things need to be explicitly understood and accepted without exception:

- St Brendan the Navigator Church is not a ‘venue’ and it is not rented. It is the House of God in which the people of St Brendan the Navigator Parish regularly gather to offer God praise and thanks and to celebrate the sacraments. Because marriage is a sacrament, St Brendan the Navigator Church is the most appropriate place in which parish members would want to celebrate their weddings.
- St Brendan the Navigator Church is the house of God where you are asking to witness your love and promise to each other. Respect, decorum and dignified behavior will be maintained and observed at all times by you, your wedding party and all your guests in regard to the church property, building, sanctuary and the entire staff.
- Punctuality for the rehearsal and ceremony is presumed.

### **Planning the Liturgy for the Sacrament of Matrimony**

Please keep in mind that the wedding liturgy is the focal point and most important part of your celebration. The celebration of the Sacrament of Matrimony is not a private family function. Nor is it a show or a performance. It is an action of the entire church in whose presence you commit yourselves to one another. It is important that it reflect your faith as a couple.

### **Best Man and Maid/Matron of Honor**

As the official witnesses of the marriage, both the best man and the maid/matron of honor must be at least 18 years old.

### **Wedding Programs**

A wedding program will assist your guests to more fully participate and worship together. The development and production of the wedding program is your responsibility, but our wedding coordinator will provide you with program samples. After completing a draft of your program, please email the draft of the order of service to your celebrant or our wedding coordinator to review before you go to print! Simple errors can occur that we can easily spot and rectify for you.

## MUSIC

Our Director of Music, Ross Burton Williams, is responsible for assisting you with the music selections for your wedding ([rwilliams@stbrendans.net](mailto:rwilliams@stbrendans.net) or 614-876-1272 ext. 236). We ask that you carefully read the following information before you meet with the Director of Music.

### Musicians

St. Brendan Parish has a list of musicians and vocalists associated with this church, and our Director of Music will assist you by making recommendations according to your particular needs.

Musician fees are negotiated directly with the musicians by our Director of Music. These fees may vary somewhat according to various factors, i.e., type of instruments, experience, and the services required. **Payment for these additional services is to be written out to the specific individual and given to the Wedding Coordinator at the Wedding Rehearsal.**

Our Director of Music has first refusal to play. Should you choose the option to hire musicians outside of our recommendations, all music selections must be submitted well in advance of your wedding date for the approval of the Director of Music, who has the final approval on all music.

### Music Stipulations

Vocal music selections sung within the liturgy of Sacrament of Matrimony must be of a religious nature to preserve and emphasize the sacredness of the event. Instrumental music used during the liturgy must be of a religious or classical nature.

Secular or popular music (music associated with non-religious purposes) is not appropriate liturgical music, and therefore is not permitted for use within any liturgies of the Catholic Church, or before the liturgy while guests are being seated.

**NOTE: The Bridal Chorus Processional (“Here Comes the Bride”) is NOT PERMITTED in the Catholic Church, as it is a secular piece of music.**

For any questions related to your wedding music, please contact our Director of Music, Ross Williams, at 614-876-1272 ext. 236. You will be contacted to review your music selections and any additional musicians or vocalist after your meeting with the Wedding Coordinator.

## Liturgical Ministers

Relatives and friends of the couple who are experienced as Lectors, Altar Servers, or Extraordinary Ministers of Holy Communion may participate in those ministries for the wedding. You may discuss this with the priest or deacon presiding at the liturgy.

## Wedding Rehearsal

The wedding rehearsal is usually scheduled the evening before your wedding and is an important part of the ceremony preparation. It is scheduled for one (1) hour sometime between 5 PM and 7 PM.

The rehearsal allows members of the wedding party to become familiar with the environment of our church building and with the roles they will assume as part of the liturgy.

- Arrangements for the wedding rehearsal are completed when the wedding is scheduled.
- Those who should be present with the bride and groom for the rehearsal in the church are **anyone actively participating** in some role in the liturgy.
- Any children in the wedding party must be accompanied by a responsible adult.
- All others (family and guests) should be asked to meet you at the site of your rehearsal dinner.

The wedding rehearsal will last approximately one (1) hour depending on the size of the wedding party.

- Please remind your wedding party they **MUST ARRIVE ON TIME** for the rehearsal and preferably 15 minutes early. Due to church schedules, the wedding rehearsal **MUST** begin at the designated time, whether or not all the participants have arrived. You are asked to be especially prudent when choosing a rehearsal time and consider evening traffic, work schedules, etc.
- Remember this is the time for your rehearsal not a time for catching up with friends, chatting or even making decisions.
- Please be aware that musicians may not be present at the wedding rehearsal.

**NOTE: If the civil Marriage License has not been submitted prior to the rehearsal day, it MUST be presented to the priest, deacon or wedding coordinator at the wedding rehearsal in order to proceed.**

## Decorations

### Flowers

All flowers and decorations for the church should complement the church's décor. Less is always more. Flowers and decorations for the wedding are for you to select and purchase. The flowers you purchase for the wedding are yours, and you may take them with you after the wedding.

- **Church decorations or arrangements may already be present due to the liturgical season (Christmas, Easter etc.) and may not be moved or removed to adapt to the wedding.**
- Please bear in mind that the seasonal colors are:
  - Advent...Violet or Dark Blue
  - Lent...Violet
  - Easter...White
  - Pentecost Sunday Weekend...Red
  - Ordinary Time...Green.

- Floral deliveries should be two (2) hours prior to the wedding time unless it is a Saturday morning wedding. The earliest Saturday morning flower delivery is 9:15 AM because we have an 8:15 AM Mass. The florist may contact our Parish Office (614.876.1272 – Monday through Friday) to arrange a specific time.
- Floral arrangements may never be placed on the altar itself (a symbol of Christ).
- Floral arrangements may be placed on the back wall but out of the site line between the priest/deacon, soloist, readers and congregation.
- All properties of the florist must be removed immediately following the Mass or ceremony. St Brendan the Navigator parish cannot be responsible for storing such items.

#### **Pew Bows**

- Pew bows may be attached with elastic, string, ribbons, or plastic pew clips but NOT attached to the pews with tape, pins, or nails. For assistance in flower or decoration placement, the florist should consult the presiding priest or deacon upon arrival at the church.

#### **Candles**

- Altar candles may not be moved or removed.
- Unity Candles are not part of a Catholic wedding and the Bishop of the Diocese of Columbus prohibits their use.

#### **Aisle Cloths**

- Aisle cloths are strictly prohibited. This is for safety reasons, as the material used for aisle cloths is sometimes rather thin and slippery and could possibly develop holes or slits that could cause tripping or slipping.

#### **Flower Petals**

- Flower petals or similar items are NOT PERMITTED to be strewn down the aisle or near the altar during the procession. This is because they necessitate clean-up, and they are a hazard that can cause people to slip on the floor.

#### **Greeting and Receiving Lines**

- These are not permitted as they are not appropriate in church and are too time consuming.

### **Photography**

Please refer to **Appendix B: Guidelines for Wedding Photographers and Videographers**. A copy of the guidelines must be given to the Photographer or Videographer for review and signature. Return the signed form to the priest or deacon as soon as you contract with the photographer and/or videographer.

Photographic equipment of any kind is not permitted in or near the sanctuary or in the main aisle during the ceremony. And use of flash is not permitted during the ceremony or Mass.

**Photographers, both still & video, MUST see the presider upon arrival at the church to discuss equipment placement and to establish the time the church must be vacated after the wedding.**

- Pre-wedding photography must be completed one-half hour prior to the ceremony as guests begin to arrive and prelude music begins. Unfinished photography may resume after the ceremony.
- On Saturday afternoons the post-wedding photography must be completed by 4 PM.
- All photography that takes place inside the church should always respect and reflect the religious nature of the sacred space. Also, guests who are waiting in the church during both the pre-wedding and post-wedding photography should also respect the sacred nature of the space and behave appropriately.

## Church Arrival and Departure of Wedding Party

One hour is scheduled for set-up (including pre-wedding photography). Wedding parties for Saturday morning weddings may not arrive earlier than 9:15 AM, as there is an 8:15 AM Mass.

One hour is scheduled following the wedding for post-wedding photography. The exception would be a Saturday afternoon because the church must be vacated by 4:30PM.

## Dressing Rooms and Personal Belongings

- The bride and her attendants may use the “Children’s Room (Cry Room)” for dressing at the Church. If using this space, you may not bring in hairdressers, make-up consultants, etc. If you are interested in having this preparation at St Brendan, you may rent one of our meeting spaces I where you will have access to a kitchen, restrooms, tables, chairs, etc. for your bridal party, hairdressers, etc. Contact the Parish Office if you are interested in the availability and rental fees for the available spaces.
- The groom and his attendants may use the “Maroon Center.”
- Valuables should not be left unprotected in any area as St Brendan Parish will not be held responsible.
- You should designate a friend or family member to be responsible for valuables. And personal belongings should be organized before the wedding begins so they are ready to be taken out of the church immediately after the wedding.

## Food and Drink

**No food or drink is allowed anywhere inside the church proper.** Use of alcohol or drugs is strictly prohibited anywhere on St Brendan Parish premises, either before or after the wedding, inside or outside the church.

## Seating of Guests

We ask that the ushers begin seating guests in the church shortly after their arrival, or about twenty (20) minutes before the wedding ceremony is scheduled to start. This is to avoid people standing around too long in the Gathering Area, which would result in everyone needing to be seated at once.

During the twenty (20) minute period of time while the guests are being ushered into the church proper the prelude music you have selected will be played.

## Mobile Phones

We also ask you to notify your guests that cellular phones and pagers must be turned off or set to silent during the wedding ceremony.

### **Miscellaneous**

Throwing rice, birdseed, confetti, flower petals, or anything similar is not permitted on St Brendan Parish premises for the obvious reasons of difficult and time-consuming clean-up. Church personnel are not asked or expected to perform this task.

If you are planning a formal exit, after everyone has gathered outside, you may use bubbles or balloons if you wish. If balloons are used, they must remain in the area just inside the outer main doors of the Church until released. If bubbles are used, those containers are to be taken away or collected for disposal in the outside refuse collector next to the Parish Office. We suggest that you designate someone to arrange for the disposal of whatever is used.

### **General Clean Up**

If you plan on taking the altar flowers with you, please designate someone to transport them from the church after the post-wedding photography.

Following the wedding, the church must be emptied of programs, all personal belongings, flower boxes, and items that are being thrown away.

### **Parking**

St Brendan Parish has ample parking to accommodate all the guests at your wedding. You may, however, contact the Parish Office closer to the date of your wedding to find out if there are any other large events scheduled at the parish at the same time as your wedding.



**Appendix A**  
**St Brendan the Navigator – Wedding Fee Schedule**

The fees for a wedding at St Brendan include the use of the church for both the rehearsal and the wedding, the participation of the Director of Music, and the participation of the Wedding Coordinator.

**The total wedding fee is: \$1,050.00.**

*We also offer a **\$650.00 discount** on the total fee for those who are:*

- *Active, contributing parishioners (documented) for more than six months, or*
- *Returning, adult children of active, contributing parishioners (documented)*

If either the bride or groom is an active parishioner registered less than six months, he or she must begin contributing to the offertory consistently through Electronic Fund Transfer (EFT) or envelopes *by the time of the first meeting with the Pastor or celebrant*, or they will be considered inactive and assessed the **non-parishioner fee (\$1,050.00)**.

*Note: According to Diocesan policy active parishioners are those who give of their time and talents to the parish community and contribute financially to the parish offertory.*

In addition to the wedding fee there is a Clergy Stole Fee which is paid directly to the priest or deacon who is presiding at the wedding. **The Clergy Stole Fee is \$300.00**

***A Wedding Fee Schedule will be sent to each couple noting the fees and due dates.***

**Optional Fees:** If soloists or musicians are to be used, there may be an additional charge that is negotiated and paid directly to the individual soloist or musician. This additional fee will only apply to those soloists or musicians who are outside contractors.

The Director of Music will assist the couple in their music selections, etc. to make sure they are appropriate for a Catholic wedding liturgy. All additional fees will be given to the Wedding Coordinator at the wedding rehearsal for delivery to ant soloist or musician.

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**Marriage Preparation Only**

Couples marrying at another parish who are completing their marriage preparation at St Brendan will be charged a fee of **\$175.00** payable to the priest or deacon who is assisting with the marriage preparation. This fee is waived for St Brendan parishioners demonstrating they have been active, contributing members (documented) for (1) year prior to beginning marriage prep.

**We ask that you bring the marriage preparation fee to the first meeting with the priest or deacon.**

**Appendix B**

**St Brendan the Navigator Church**

**Guidelines for Wedding Photographers and Videographers**

**Please have the photographer/videographer sign this form and return it to your Wedding Celebrant or the Wedding Coordinator.**

1. The photographer/videographer must see the celebrant prior to the wedding for instructions.
2. The photographer/videographer may not inhibit the flow of the celebration and should be as unobtrusive and non-distracting as possible, bearing in mind that this is a sacred ceremony.
3. The photographer/videographer may not stand in the center aisle or in the way of the bridesmaids and groomsmen as they process down the aisle.
4. **At no time should the photographer or videographer approach, much less enter, the sanctuary.** (The sanctuary is the area in the front of the church that is elevated by steps and surrounded by a circular space.)
5. No photographic or video equipment may be placed in front of or near the Tabernacle.
6. Video and photographic locations on each side of the church must be at least 3 pews back from the altar, or in back of the music area. There is also a place in the back of the church, near the doors where the wedding party processes. When moving from one side to another, please circle around the back of the church.
7. Lighting equipment and backdrops may be used if desired prior to or after the wedding ceremony.
8. Pre-wedding photography must be completed, and equipment cleared out **at least one-half hour before** the ceremony, as Prelude music then begins, and guests begin to arrive.
9. Unfinished photography can take place after the ceremony, per the church time constraints.
10. No flash pictures may be taken once the ceremony begins.
11. Photographs may be taken for approximately **one-half hour** following the wedding. If there is a formal exit at the church, this photography time may decrease. On, Saturday afternoons, all photographic equipment must be out of the church no later than 4 PM. This is in preparation for the Sacrament of Penance and church preparation for the Evening Vigil Mass.
12. **ALL PHOTOGRAPHY/VIDEOGRAPHY** taken inside the church proper, and on site, must respect and reflect the religious nature of the sacred space. Please remember this when planning your pre-wedding and post-wedding photography in the church sanctuary.

\_\_\_\_\_ Photographer/Videographer Name (PRINT)

\_\_\_\_\_ Photographer/Videographer Signature

# Contact Information

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Monday through Friday 9 AM to 4 PM