

St. Colman Catholic Church

Guidelines for the Celebration of Marriage

The celebration of Christian Marriage is a unique moment in the life of the Church. The community is called to rejoice in a special way when a bride and groom commit themselves to each other in faith and love for life. As the apostle Paul tells us, this is a mystery, "a great foreshadowing," of the love that God has for all his people. This list of guidelines for the celebration of marriage at Saint Colman Church has been prepared to assist couples in preparing for a marriage ceremony which will reflect the Church's understanding of the sacredness of marriage, and her desire for a ceremony which is prayerful, beautiful, and appropriate to the dignity of the Catholic Church.

Who may be Married at St. Colman of Cloyne Catholic Church

Church law guarantees active, registered members of the parish, who are in good standing, with the faith and morals of the Catholic Church, the right to marry in their proper parish church. To be considered an active, registered member of St. Colman Catholic Church for the purpose of marriage, the bride or groom must have been "registered" and "active" in the parish for at least one year before the scheduled date of the ceremony.

ACTIVE-REGISTERED

1. Someone who has been registered in our parish for one year before the scheduled date of the marriage; and
 2. Someone whose contribution file indicates attendance and support; and
 3. Regularly giving to our offertory collection or fulfilling a pledge to our parish.
- ❖ Children of "registered" and "active" parishioners are considered members for the purpose of marriage and may be married in the church without the facility usage fee.

NON-REGISTERED OR NON-ACTIVE

1. Indicates someone who has not been registered in our parish for at least one year before the marriage; and
 2. Someone whose contribution file does not indicate attendance and support; and
 3. Someone who does not regularly give to our offertory collection or fulfill a pledge to the parish.
- ❖ If even one of the above criteria can be established, then you will be considered a non-registered or non-active parishioner.
- ❖ For non-registered or non-active parishioners there is a \$200.00 facility usage fee. This additional fee is to be paid no less than seven days before the scheduled marriage.

Documents Needed for Marriage

BAPTISMAL RECORD

A certified copy of your baptismal certificate with notations is required. This means that you must contact the parish of your baptism and ask them to send you a copy of your baptismal certificate, with the parish seal stamped upon it. This record must be no more than six months old. The procurement of this certificate by the non-Catholic party is encouraged – at the least, the date and location of baptism is needed.

PREPARATION

- ✓ Initial meeting with priest or deacon
- ✓ FOCCUS completed at office
- ✓ Second meeting with priest or deacon
- ✓ Theology of the Body workshop
- ✓ Pre-Cana/E. E. Weekend

Once you have attended the Pre-Cana sessions with married couples from our parish or an Engaged Encounter (E. E.) Weekend, we will require your diploma for the wedding file. Either the Pre-Cana Program *or* Engaged Encounter Weekend is mandatory.

- ✓ Follow-up meeting(s) w/ priest, deacon and/or Family Life Coordinator; Liturgy planning
- ✓ Creighton Fertility Care Course or completion of another Natural Family Planning Course

MIXED MARRIAGE PERMISSION

If this will be a marriage between a Catholic and non-Catholic, please let us know at the time of your initial meeting with the clergy. Permission from the Bishop must be given for a mixed marriage. The celebration of the wedding in such situation is normally performed in the context of a wedding service, not a Mass (thus there would be no Communion during the ceremony).

DELEGATION

If the Catholic party is registered in another parish, he/she will have to contact their pastor at that current parish and request “delegation” from him. The clergy of St. Colman need written permission, which is “delegation”, from your current pastor to preside at the ceremony. Please have this sent to the officiating priest or deacon of your marriage.

MARRIAGE LICENSE

The civil license for marriage is to be presented to the priest or deacon at the time of the rehearsal. It is an illegal act for the clergy to preside over the ceremony of anyone without the license in hand.

Application for License must be made under oath by BOTH parties to the Probate Court of the county in which either resides:

Fayette County Courthouse

110 E Court Street
Washington CH, OH 43160
M-F 8:00 a.m. – 4:00 p. m.
Phone: (740)335-0640

People Involved in the Liturgy

VISITING CLERGY

It is the responsibility of the visiting clergy to read and ensure that the parish regulations are followed. Please contact the Secretary of State for information pertaining to the civil license necessary for an out-of-state priest or deacon to preside over the ceremony:

Secretary of the State of Ohio
180 East Broad Street
Columbus, OH 43215
614-466-4980
www.state.oh.us/sos

CHOOSING OTHER MINISTERS FOR THE CELEBRATION

Friends and relatives of the couple may participate in the liturgy in various roles. You may wish to select individuals to serve as lectors, servers, Extra-ordinary Ministers of Holy Communion, and gift bearers at the liturgy. So that these ministers feel comfortable, they should be properly prepared and rehearsed. Decisions about ministers may be made when the liturgy is planned. Lectors and Extraordinary Ministers of Holy Communion should be Catholics in full communion with the Catholic Church. Complete the *Wedding Liturgy Selection Form* and submit it to the Wedding Coordinator at least one month prior to the wedding date. If you do not have family or friends who may serve as lectors, Eucharistic Ministers of Holy Communion or altar servers, indicate that on the **Wedding Liturgy Selection Form** and the Wedding Coordinator will secure these ministers from our parish.

You may wish to select children to take part in the ceremony as attendants, flower girl or ring bearer. Because the acoustics of the Church create an environment in which very young children as attendants can be a distraction, children must be, as a general rule, at least 5 years old.

Elements Involved in the Liturgy

FLORAL ARRANGEMENTS

[Complete and return the *Policy for Florists* no later than one month before the date of your wedding.]

All of the guidelines for floral arrangements are found in the *Policy for Florists*.

It is customary at St. Colman for floral decorations to be left for the altar after the ceremony, as a gift of gratitude to the Church. Confirm with the Wedding Coordinator at least one month from the date of your wedding that you will leave an altar arrangement after your wedding.

THE UNITY CANDLE

The Unity Candle is not a recognized part of the Catholic wedding liturgy, according to the liturgical documents of the Church. Therefore, it will not be used during the liturgy itself. However, it can be done at the reception.

AISLE RUNNER

The use of an aisle runner for the ceremony is prohibited.

DRESSING ROOM

A dressing room for the bride and her attendants is located in the Parish Center A dressing room for the groom and his groomsmen is located in the church basement area. Both locations are available upon request. **Please contact the Tina Garland, Wedding Coordinator, in the Parish Office at office@stcolmanwch.org or (740) 335-5000 to arrange the time period you would like to use the room. Please do this as soon as your wedding date is set or at least four weeks before the wedding.** It is open for use on the day of the wedding. The parish is not responsible for lost or stolen items left

unattended in the Center. It is expected that the wedding party will pick up and straighten up the area to the way they found it.

PHOTOGRAPHY

[Complete and return the *Policy for Photographers and Videographers* no later than one month before the date of your wedding.]

Photographers are welcome to take pictures before, during and after the ceremony. In order to avoid distractions, those taking pictures and/or video recordings are asked to check with the Wedding Coordinator at least 30 minutes before the celebration to arrange the locations for pictures. Since confessions in the church start at 4:00 p.m., all picture-taking must be completed by this time for a Saturday afternoon wedding. **There are no exceptions to this rule.** Please see the Policy for Photographers and Videographers for more details.

If pictures are to be taken in the church after the ceremony, an itemized list of all pictures and the names of the people who will be in them, is to be given to the Wedding Coordinator at least one month before the wedding. She will manage these pictures with the photographer to facilitate a fast and efficient means for completing them so that the time limitations will be met.

CELL PHONES

Cell phone use is not permitted in the church itself, whether that be before, during, or after the rehearsal or wedding. The church is a sacred building. Please also remind your wedding party of the same. If someone needs to use the phone, please direct outside of the church or to the Parish Hall.

Fees and Stipends

For the sake of convenience, the Wedding Coordinator will collect all fees for liturgical ministers and staff in advance of the wedding. If guest musicians or singers are used, their fees are handled directly with them.

FACILITY USAGE STIPEND

The facility usage fee is dependent upon the status of the couple. The pastoral staff of St. Colman determines active-registered or non-active or non-registered status.

WEDDING COORDINATOR

Tina Garland from the Parish Office serves as our Wedding Coordinator. She will work directly with you to schedule facilities and coordinate the events of the day. The stipend is \$150.00.

PASTORAL MUSICIAN

Like the florist and photographer for your wedding, church musicians provide a service for making your wedding a meaningful event. Therefore, they also need to be paid a stipend for their services.

The stipend for the Craig Jaynes, Director of Liturgical Music and Parish Organist, is \$150.00. This fee includes meeting with the couple to plan and select music, prelude music and the service. It is customary that the organist does not attend the rehearsal; however, if the couple chooses to have the organist attend the rehearsal, and the organist agrees, then an additional \$50.00 stipend should be added.

The role of cantor is generally performed by the organist and is included in the above. Members of the choir may serve as cantors if requested and any fee should be arranged directly with them. Other persons serving as cantors should talk with and be approved by the parish organist in advance and their fee should be arranged directly with them. If a soloist is desired, the same stipulations apply. Prior approval is required. There is generally no additional fee for the parish organist if a rehearsal with the soloist is scheduled within an hour or so before the service (prelude) begins. Any other rehearsals with a soloist incur an additional fee of \$100.00 for the parish organist.

If an organist other than the parish organist is desired, approval of this individual must first be secured from the parish organist and may require an audition. Fees for approved visiting organists must be arranged directly with them. Although the parish organist has right of first refusal for all weddings, he generally does not require any fee as long as planning and preparation with the visiting organist are within reason.

ALTAR SERVERS

It is customary to give servers \$10 - \$15 each.

CLERGY

Often the priest or deacon is asked about the offering given him in view of his time and counsel. There is no fee for the clergy, but if you wish to offer him a gift of \$150-\$200, you are welcome to do so.

Church Etiquette

FOOD/BEVERAGES

No alcoholic beverages, illegal drugs/paraphernalia or firearms are permitted on the church property prior to, during and after the wedding. **Violation of this policy will result in immediate cancellation of the wedding ceremony.**

We request that food and non-alcoholic beverages NOT be brought to the Church grounds or into the church. If food/non-alcoholic beverages are brought on the premises, it is the obligation of the bridal party to clean up completely or arrange (and pay) to have the areas cleaned. All trash should be properly disposed of; nothing should be thrown inside or outside on the church property.

FURNITURE IN THE CHURCH

Furniture in the Church should be left in place. This applies to microphones, the individual candlesticks located in the sanctuary, and all other decorations.

SMOKING

Smoking is not permitted anywhere inside the church property buildings.

Practices Not Allowed in the Church

RECEIVING LINE AND GUEST BOOK

Receiving lines and the signing of the Guest Book are to be held at the reception only, not at the church. Please relay this information to your invited guests via the wedding program. The wedding party must vacate the church by 4:00 p.m. for Saturday weddings to allow for 4 p.m. Confessions and 5 p.m. Mass.

RICE, FLOWER PETALS, BIRD SEED, BALLOONS OR BUBBLES

No rice, flower petals, birdseed, bubbles or balloons may be used as part of the wedding celebration inside or outside of the church.

A Time of Preparation and New Beginnings

Marriage is a major moment in your life, and a very important sacrament for you as individuals and as a couple.

Before your wedding day, you deserve a good experience of the mercy and forgiveness of God. At this important time in your lives, you can prepare for a better future together if you let God cleanse your souls of the sins of your past.

You can do this by going to confession to a Catholic priest and in this sacrament of reconciliation receiving the forgiveness of sins which we call absolution. You can make your confession to any priest, including your pastor, but you are free to decide whom to ask.

It is good to make your confession about one month before your wedding. That can also help you deal with the pressures of planning, and remind you to be good to the people who love you. Waiting until the final week, or hoping to talk with a priest on the day of the rehearsal, leaves too much to chance.

Your wedding is a milestone in your life and a great new beginning. Ask God to help you be worthy of your spouse's love and the many gifts you have already received. Confess your past sins and promise to avoid them in the future.

Don't miss your best chance in years to regain a totally clear conscience and a good new attitude about yourself.

Planning the Liturgy

A Church wedding is not only a personal event but also a liturgy of the Church. As such, the religious nature of the ceremony must be carefully preserved. Complete the *Wedding Liturgy Selection Form* and return it to the Wedding Coordinator at least one month prior to the wedding date.

LITURGY

Your wedding is a part of the faith life of our parish. You, as ministers of the marriage, have chosen to express freely your love and commitment to each other. The Rite of Marriage, highlighted by the exchange of vows and the blessing and exchange of rings, best conveys the Church's desire to witness your vows, to strengthen your fidelity to them, and to prayerfully support you in your life together. As with all liturgical celebrations, the full and active participation of those present is desirable. Ordinarily, the Rite of Marriage takes place in one of two contexts: within a Mass for two baptized Catholics or outside Mass (ceremony) if either the bride or groom is not Catholic. *If both partners are Catholic but are cohabiting, there will still be no Mass due to the possibility of scandal.*

THE ENTRANCE PROCESSION IN THE WEDDING LITURGY

Why does every Mass or liturgy in the Church begin with an opening or entrance procession? Why don't the ministers just take their places in the sanctuary and begin the service?

“Processions accompany all forms of religious worship and can be seen in many examples of the church's liturgical life: Mass (entrance, presentation of gifts and recessional), Eucharistic processions, Palm Sunday processions with palms, funeral processions, etc. In Scripture, we find examples of processions with the Ark of the Covenant (2 Samuel 6; 1 Kings 8) and in Jesus' triumphant entry into Jerusalem (Mark 11; Matthew 21; Luke 19; and John 12). In all of these examples, the procession is a sign of triumph and royalty as well as a reminder of our own Christian pilgrimage from this life to our eternal reward. As such, it is fitting that the procession marks the beginning of the celebration of Mass. We witness the triumphal entry of the standard of our salvation – the cross – and are reminded that this life is fleeting and is a preparation of the life to come.” <http://clarionherald.info/clarion/index.php/special-sections/year-of-renewal-the-mass/775-the-entrance-procession-and-active-participation>

As it relates to the newly-revised *Order of Celebrating Matrimony*, the instruction directs the procession to the altar to take place “in the customary manner” of the local church (#46, p. 21). Because the wedding liturgy is one of the many different acts of public worship in the life of the Church, the entrance procession will look like the opening procession on Sundays and holy days of obligation.

Who participates in the Entrance Procession?

As mentioned earlier, on our Christian pilgrimage, we follow the Cross, the sign of our salvation. Thus, the altar servers carry the cross accompanied by two candles. Additionally, “in that journey, Christ is not only our goal, symbolized by the altar, but He also accompanies us on the way in the person of the priest.” <https://stjosephbcs.org/lm-14-the-entrance-procession> Other ministers include those Lay Persons who have specific roles in the liturgy being celebrated.

Particular to the wedding liturgy, the bride and groom are the primary ministers of the Sacrament of Matrimony, and as such, they both participate in the procession to “better symbolize the Church’s understanding of the complementary role of the husband and wife in marriage.” <http://catholicweddinghelp.com/wedding-planning/10-choose-elements.htm#procession>

Why do we stand for the entrance procession?

“Our posture during this procession is standing, which is drawn from sacred Scripture when the people of Israel ‘would rise up and worship’ each time Moses entered the Tent of Meeting where the Tabernacle was located (Ex 33: 7-11). Therefore, it is a unifying sign of reverence.”

<http://clarionherald.info/clarion/index.php/special-sections/year-of-renewal-the-mass/775-the-entrance-procession-and-active-participation>

Special Note: the role of parents in the entrance procession, particularly the Father of the Bride if he escorts her down the aisle.

The Wedding Coordinator will give the following instruction at the rehearsal: as the father and bride meet the groom, the father gives a gesture of blessing the couple by joining their hands together, rather than a handshake to the groom in a gesture of sealing the deal on an exchange of property.

“The custom of a father ‘giving away’ his daughter is rooted in a time when marriage was primarily an economic transaction in western culture. Women needed the income potential of a man and men needed the domestic skills that women provided in order for both to thrive, and many times, simply survive. Marriage was in a very real sense the ritual passing of a woman from her father’s home to that of her husband. In even earlier times, women were ‘given’ to men in arranged marriages, often as part of a larger exchange of property and wealth. The *Order of Celebrating Matrimony* expresses the mutuality of the spouses in the rights, privileges, and responsibilities of marriage. The explicit inclusion of parents in the entrance procession seeks to honor with clear recognition the roles that both mothers and fathers play in the lives of their children.”

<http://togetherforlifeonline.com/wedding/entrance-rite/entrance-procession/>

Please mark your choice of the Order of the Entrance Procession on the **Wedding Liturgy Selection Form**.

OPTION A

1. Processional Cross and candles
2. Priest
3. Bridal Party as couples
4. (optional) Groom’s parents
5. (optional) Bride’s parents
6. Bride and Groom as a couple

OPTION B

1. Processional Cross and candles
2. Priest
3. Bridal Party as couples
4. Groom, either alone or with one or both parents
5. Bride, with father or both parents

OPTION C

1. Processional Cross and candles
2. Priest
3. Groom, alone, where he would stop short of the sanctuary and greet his bride before approaching the altar together
4. Bridal Party as couples
5. Bride, with father or both parents

SCRIPTURE READINGS

The Rite of Marriage includes selected scriptural readings from which you may choose those that most speak to you and to your situation. The priest will discuss these options with you during one of your meetings.

MUSIC

All music must be approved by Craig Jaynes, Director of Liturgical Music and Parish Organist (or the pastor if you are not using the parish organist) **at least one month prior** to wedding. After your initial meeting with the clergy, and when your wedding date and time have been confirmed, contact Craig at craig@englishgardenfarm.com. At this time, a meeting will be scheduled to hear samples of wedding music and finalize selections. He will assist you in every way toward fulfilling these expectations as you select the music for your wedding. A list of music selections may be emailed before the actual meeting if requested. Usually selections are finalized in one meeting.

Because a church wedding is a sacred rite, all music during the liturgy must be sacred in nature, appropriate to the sacrament that is to take place. Popular and secular music or music from the theatre is not permitted during the Sacred Liturgy. Because they are theatre pieces, the so-called, “traditional wedding marches” by Mendelssohn and Wagner (i.e. “Lohengrin” or as we most know it, “Here Comes the Bride”) are not allowed. Pre-recorded music or music from a CD is never permitted.

During the Liturgy of the Word, the Responsorial Psalm and the Gospel Acclamation are sung by a trained cantor. Throughout the liturgy, the cantor supports the singing and may also sing alone during the prelude.

Listed below are those times in a wedding liturgy accompanied by music:

PRELUDE

Prior to the wedding liturgy, there is a musical prelude consisting of all instrumental music or a combination of instrumental and vocal music. Music during this time encompasses a combination of pieces that reflect the festive nature of the occasion as well as God’s steadfast love.

PROCESSIONAL

The Processional is usually played by the organ alone. One musical selection will accompany the entire procession, with an embellishment of melody and/or volume when the bride entered.

RESPONSORIAL PSALM

The Responsorial Psalm is sung by the cantor and assembly. As this must be a psalm chosen from the wedding liturgy, consult the *Together for Life* book Father gives you for your selection.

GLORIA (Mass Only)

The Gloria is sung (except during Lent) by the Cantor and Assembly.

GOSPEL ACCLAMATION

Before the Gospel reading, an Alleluia is sung (except during Lent) by the Cantor and Assembly. The scripture verse may be selected from the wedding planning resource.

MUSIC FOR THE PREPARATION OF THE ALTAR/GIFTS (*Mass Only*)

A hymn may be sung or instrumental music played while the priest/celebrant prepares the altar for the Liturgy of the Eucharist.

EUCCHARISTIC ACCLAMATION (*Mass Only*)

The Eucharistic Acclamation, (e.g. Holy Holy/Memorial Acclamation/Great Amen) are sung by the cantor and assembly.

LAMB OF GOD (*Mass Only*)

The Lamb of God is sung like the rest of the Mass Acclamations.

COMMUNION HYMN (*Mass Only*)

The Communion Hymn is sung by the cantor and assembly.

VISITATION TO THE BLESSED VIRGIN MARY (*Optional*)

This selection is usually “Ave Maria” by Schubert. It may be sung by the cantor or played as an organ solo.

RECESSIONAL

The Recessional is usually played by the organ alone, portraying a festive and joyous musical expression as the bridal party exits the Church.

WEDDING PROGRAM

If you will be printing a wedding program, please allow the clergy time to review it before you print multiple copies. Program may be emailed to the parish at office@stcolmanwch.org, but please call Tina Garland to notify her to look for its arrival (740.335.5000).

FINAL WORD

Some of these policies may seem arbitrary or unreasonable on first reading, but we ask for your patience and understanding. We know that you want your wedding to be perfect and that you have probably been planning this day in your imagination for many years; we also know that some of the things you may have imagined probably don't coincide with the expectations set forth in these wedding policies. We ask you to remember, though, that while your wedding is an intensely personal moment for you, it is not a private event; rather, it is a public celebration of one of the seven Sacraments given to the Church by the Lord Jesus. For this reason we have a solemn duty to ensure that the sacred liturgy is celebrated according to the mind of the Church and in conformity with liturgical law. Our policies are written to help you understand what is possible and what is not possible during the short ceremony that begins your lifetime of sacrificial love in the Sacrament of Marriage. The sacred liturgy of your wedding is above all else an act of divine worship, and our policies are designed to make your wedding a beautiful and memorable encounter with Christ the Lord for you, your family, and your friends. If you have any questions about these policies, please feel free to speak with the pastor.

Wedding Liturgy Selection Form

I. PROCESSIONAL:

A. OPTION SELECTION FOR PROCESSIONAL (A, B, OR C): _____

B. ENTRANCE SONG: _____

II. LITURGY OF THE WORD

A. READING I:

SCRIPTURE PASSAGE: _____

READ BY: _____

PLEASE USE A LECTOR FROM THE PARISH.

B. RESPONSORIAL PSALM:

SCRIPTURE PASSAGE: _____

SUNG _____ READ _____ READ BY: _____

PLEASE USE A LECTOR/CANTOR FROM THE PARISH.

C. READING II:

SCRIPTURE PASSAGE: _____

READ BY: _____

PLEASE USE A LECTOR FROM THE PARISH.

D. GOSPEL ACCLAMATION:

SCRIPTURE PASSAGE: _____

E. HOMILY

F. GENERAL INTERCESSIONS

FOR WEDDINGS WITH A MASS

III. LITURGY OF THE EUCHARIST

A. PRESENTATION OF THE GIFTS BY: _____

OFFERTORY SONG: _____

B. PRAYER OVER THE GIFTS

C. PREFACE

D. EUCHARISTIC PRAYER

CONTINUED ON BACK...

E. COMMUNION RITE

PLEASE USE AN EXTRAORDINARY MINISTER OF HOLY COMMUNION FROM THE PARISH.

EUCCHARISTIC MINISTERS: _____

COMMUNION HYMN: _____

IV. FINAL BLESSING

V. RECESSIONAL

ALTAR SERVERS:

PLEASE USE ALTAR SERVERS FROM THE PARISH.

1. _____
2. _____
3. _____
4. _____

Return this form no later than one month prior to the date of the wedding to:

*Tina Garland, Wedding Coordinator
219 S North Street
Washington CH, OH 43160
office@stcolmanwch.org 740.335.5000.*

Policy for Florists at St. Colman Catholic Church

The following directives must be observed:

1. Floral arrangements in the sanctuary must consist of live, natural flowers and materials. Normally, 2 floral arrangements for the altar are sufficient. These arrangements are to be left as a gift to the church.
2. Floral arrangements must not exceed the height of the Altar of Sacrifice, which is 40 inches on each side and 48 inches in the front.
3. Florists will not move the altar furnishings or existing sanctuary arrangements to accommodate floral arrangements nor place anything on the Altar of Sacrifice.
4. A rose or other floral arrangement is permitted for the presentation to Our Lady.
5. The flower girl or any other bridal attendant is not permitted to drop flowers or flower petals in the main aisle during the processional.
6. Rice, birdseed, bubbles or any other objects are prohibited inside or outside of the church.
7. Pew markers/decorations may not be attached with tape, pins, or tacks because it damages the wood. Rubber bands or ribbons are recommended.
8. No additional candelabras, lamps, or candle arrangements from the florist are permitted.
9. No floral arches are permitted.
10. No aisle runners are permitted.
11. No arrangements are permitted in the aisle.
12. Decorating may begin at 12:30 p.m. on the day of the wedding for a 2:00pm wedding. For the 11:00am wedding, decorating may begin at 9:30am. You must confirm with the Wedding Coordinator, Tina Garland, the time you will arrive to decorate so the doors will be unlocked.

Please Print Clearly

Florist _____

Company Name _____ Phone Number_(_____)_____

Names of the Bridal Couple _____

I understand this policy and that if I violate any of it, the bride and groom will forfeit their \$100 deposit.

We agree to the policy stated above:

Bride or Groom Signature: _____ Date _____

Florist Signature: _____ Date _____

Return this form no later than one month prior to the date of the wedding to:

*Tina Garland, Wedding Coordinator
219 S North Street
Washington CH, OH 43160
office@stcolmanwch.org ♦ 740.335.5000.*

Policy for Photographers & Videographers

Upon arrival, contact the Wedding Coordinator to review specific guidelines.

We welcome photographers and videographers, both professional and amateur, for still pictures and videotapes. The church itself is not a studio, but a sacred place in which a community of believers worships. The photographer and videographer should keep this in mind as they plan all their decisions before, during and after the celebration of Marriage. The following directives must be observed:

1. Because the Sacrament of Reconciliation starts at 4:00pm, and Mass of the Sunday Obligation at 5:00pm, all photography must be finished by 4:00pm for weddings on Saturday afternoon. **There are no exceptions to this rule.**
2. Wedding photographs may precede the marriage ceremony. At least fifteen minutes before the wedding begins, the photographing of the wedding party ceases. At this time, the photographer may check in with the Wedding Coordinator for any specific instructions.
3. Photographers and videographers may not enter the sanctuary at any time. They may photograph from the side or rear of the Church or from the choir loft only.
4. From the beginning of the actual ceremony (which begins with the procession) to the end of the (which is before the recessional) photographers and videographers are permitted in the center aisle of the Church to *discreetly* take photographs.
5. When the priest/deacon is at the pulpit for the Scripture readings or the homily, the photographer must be silent and still.
6. Formal portraits with studio equipment such as screens, props, etc., are not to be done in the Church but at home, the studio or the reception hall.
7. No Church furnishings are to be moved for pictures.
8. Flash photography is not allowed during the ceremony – only during the processional and recessional.
9. If flowers are moved – **absolutely no** flowers or plants may be placed on the altar of sacrifice. If plants are placed on the high altar, **NOTHING** may be placed on the altar area directly in front of the tabernacle.
10. Photographers and stationery video cameras are permitted in the choir loft of the Church as long as they are not on the organ or piano platforms or in the way of the organist and/or cantor.
11. Photographers and videographers should be dressed accordingly for the occasion. No jeans, shorts or t-shirts will be permitted.
12. The photographer is not allowed to stop or slow the progress of the liturgy.
13. Photographers should be prepared to begin taking the formal pictures immediately after the wedding party leaves in the exit process.
14. If formal pictures will be taken after the ceremony, a list of those pictures and the names of the people included in all of the photographs is to be given to the Wedding Coordinator at least one month prior to the date of the wedding. She will then facilitate these formal shots, along with the photographer, at that time to allow for an efficient and orchestrated manner for these photographs to be taken and to ensure that they are completed before the 4:00pm deadline.

Continued on Back, . .

Please Print Clearly

Photographer _____

Company Name _____ Phone Number_(_____)_____

Videographer _____

Company Name _____ Phone Number_(_____)_____

Names of the Bridal Couple _____

I understand this policy and that if I violate any of it, the bride and groom will forfeit their \$100 deposit.

We agree to the policy stated above:

Bride or Groom Signature: _____ Date _____

Florist Signature: _____ Date _____

Return this form no later than one month prior to the date of the wedding to:

***Tina Garland, Wedding Coordinator
219 S North Street
Washington CH, OH 43160
office@stcolmanwch.org ♦ 740.335.5000.***