



# Bride and Groom Registered and Active Parishioners Wedding Guidelines

## Preparing at Saint Mary Cathedral to marry at Saint Mary Cathedral

- **Wedding Guidelines** must be reviewed and signed by both bride and groom.
  - Couple to **submit to [weddings@smcaustin.org](mailto:weddings@smcaustin.org)**
- **Process** to begin with Intake Form completed/submitted online
  - Sacrament and/or Birth certificate must be submitted before 1<sup>st</sup> appointment with clergy
  - Couple to visit with clergy for PreNuptial Assessment (1-hour)/Clergy approval to proceed
  - Bride-to-be and Groom-to-be will complete an online Inventory
  - Couple to visit with clergy to review results of online Inventory and submit Affidavits
  - Couple will attend a marriage preparation retreat
    - Additional meetings with couple may be requested

*All non-English documentation must be legally translated at the couple's expense.*
- **Marriage packet/process** to be completed 6 weeks before date of wedding.

### User Fee: \$2,500

- Cathedral Staff Support
  - Sacrament Coordinator; process paperwork, facilitate scheduling and diocesan processing and requirements
  - Liturgy Coordinator: facilitate planning of liturgy/ceremony
  - Music Director; coordinate music selections for all aspects of the wedding day
  - Cantor; under the direction of the Music Director
  - Wedding Monitor; coordinate rehearsal/wedding ceremony details in conjunction with clergy
  - Florist: to coordinate and create arrangements for wedding ceremony – to remain in church
    - We ask the flowers are left on the altar as a donation to the Cathedral to share with the community at parish Sunday Masses
  - Facilities: Utilities, custodial personnel for set-up and clean-up of bride's room and Cathedral before/after ceremony
- Decorations
  - Saint Mary Cathedral does not permit ANY additional decorations within the church building (includes the narthex/entry area).
- Post wedding procession/entrance or recession/exit of church and on church grounds
  - No items may be used at Saint Mary Cathedral; rice, petals, bird seed, bubbles, etc.
- Parking is provided for the bride/groom, bridal party and all guests in Capitol Towers parking garage 1-hour before and ½-hour after ceremony - only
- Brides Room; is available to gather and make final garment adjustments (up to 1 hour before ceremony) – must be vacated immediately after ceremony.
- Live streaming and DVD copy of your ceremony available (additional \$200 fee).

### Dress Code

Bare back, midriffs, short dresses/skirts or high slits (more than 4 inches above the knee), plunging necklines/back, strapless, side-less, and low backless attire

**ARE NOT APPROPRIATE attire for a sacred space.**

These type of garments **REQUIRE a “wrap”; shawl, jacket or stole** to cover **shoulders, cleavage and exposed back and sides while in the Cathedral,**

Veils are not “wraps”

**(BEFORE, DURING, AFTER THE CEREMONY AND PICTURES)**



Wrap needed



Wrap needed

Bride's Initials: \_\_\_\_\_

## HELPFUL INFORMATION

1. **Saint Mary Cathedral Catholic Church is a place of worship, a Sacred Space.**
  - It is the responsibility of the bride and groom to ensure that the bridal party respect the atmosphere of reverence while inside the church.
  - **Hollering, running, dancing, clapping, whistling, etc. are not acceptable behavior.**

**Anyone exhibiting this, or similar, behavior will be asked to exit the Church.**
2. All communication relative to planning (Documentation, Ceremony Rite, music, environment, etc.) is limited to ONLY the couple and the designated Cathedral Staff member.
3. Detailed Wedding Music Guidelines are available online at <http://smcaustin.org/guidelines-for-wedding-music>
4. Bridal party participants must be 5years of age or older.
5. **Photographers and Videographers may not:**
  - use a flash during the Mass or during the procession;
  - take pictures during the Consecration of Our Lord;
  - cross in front of the altar (in front of the 1<sup>st</sup> pews) during the ceremony;
  - set up additional lighting within the church;
  - connect into or add sound equipment, microphones, etc.;
  - walk into the sanctuary during Mass

### **Photographers and Videographers may:**

- video equipment in areas designated by the Wedding Monitor only

### **Photographers and Videographers will:**

- abide by all instructions given by the Wedding Monitor or Parish Staff
- plan duration of photographs to exit the church within the time designated “for pictures.”

6. **REFUND POLICY – Written Notice is required,** stating the reason for request; a request for refund; be signed by both bride and groom-to-be; include who refund will be issued to; and address to mail refund check.

### **Cancellation Notice:**

- Full refund - if Notice is received nine months prior to scheduled date, less \$500 Administrative fee.
- Half refund - if Notice is received six months prior to the schedule date, less \$500 Administrative fee.
- No refund - if Notice is received less than six months prior to scheduled date.

7. **Contact information...**

- |                          |                     |  |
|--------------------------|---------------------|--|
| • Sacrament Coordinator  | Yvonne Saldaña      | <a href="mailto:weddings@smcaustin.org">weddings@smcaustin.org</a>   |
| • Liturgical Coordinator | Kathy Thomas        | <a href="mailto:kthomas@smcaustin.org">kthomas@smcaustin.org</a>     |
| • Music Coordinator      | Dr. Brooks Whitmore | <a href="mailto:bwhitmore@smcaustin.org">bwhitmore@smcaustin.org</a> |

## BRIDE AND GROOM ACKNOWLEDGEMENT

With your signature, the bride and groom confirm receipt of this document, read and understand both pages of this document.

Print: \_\_\_\_\_  
Bride Date Groom Date

Signature: \_\_\_\_\_  
Bride Groom