

Policies Acknowledgement

Please complete this acknowledgement and bring it, along with your deposit, when meeting with the Liturgist to start your paperwork. Your wedding date will be reviewed at that time. Please call the church office at 830-997-9523 if you have any questions.

Proposed Date: _____

Proposed Time: _____

Rehearsal Date and Time: _____

Clergy: _____

Bride: _____

Day Phone: _____

Home/Cell: _____

Address: _____

Groom: _____

Day Phone: _____

Home/Cell: _____

Address: _____

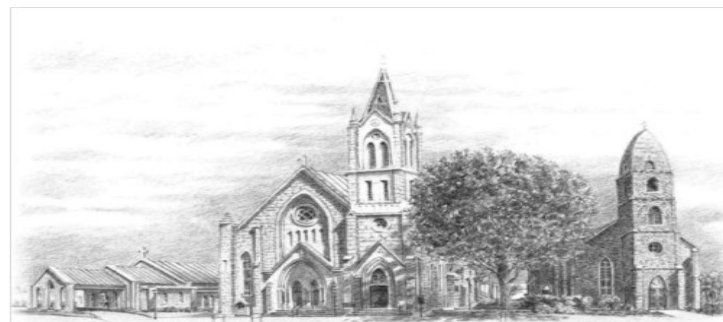
I have read this brochure, agree to abide by the church's policies & procedures, and understand my responsibilities regarding the planning of this wedding.

Bride Signature: _____

Groom Signature: _____

Date: _____

Your Wedding at St. Mary's



Congratulations on your engagement!

We welcome you at this exciting time in your lives as you prepare for The Sacrament of Marriage. As a parish, we offer our prayers and support. The following guidelines are intended to help you in completing your marriage preparation and the planning of your ceremony.

May God bless you as you begin your life together!



St. Mary's Catholic Church

306 W. San Antonio St.

Fredericksburg, TX 78624

(830) 997-9523

Guidelines for your wedding at St. Mary's Catholic Church

*We look forward to assisting you with your
special day at St. Mary's!*

St. Mary's Catholic Church has established these policies to help preserve the integrity of the wedding liturgy on your wedding day. In these Marriage Guidelines many of your questions will be answered. But if not, please do not hesitate to contact the church office. Please refer to them often and share with the people who will help you plan your wedding day. You will be held accountable to follow these Guidelines.

St. Mary's will provide a CHURCH COORDINATOR for the rehearsal and wedding. She will assist in the wedding procession, as well as help with other details on that day.

Please mark **ALL** locations that you are interested in reserving for the day of your wedding. Availability cannot be guaranteed if you decide that you need them at a later date.

- Main Church
- Small Church (100 people or less)
- Bride's Room
- East Hall
- West Hall

Please list 3 potential dates in order of preference.

CHECK LIST

For information or questions, call the parish office at 830-997-9523.

- Read this Marriage packet and ask questions if you do not understand.
- Reserve the date and time for your Marriage.
- Reserve the date and time for your Rehearsal.
- For the Catholic: Furnish your Baptismal Certificate with Confirmation annotations to the church office when starting your paperwork.
- Consult with the Music Director, Amy Voohrees, at 830-997-9523. It is best to select your music early. This will allow time for practice of new music or make selection changes if the music chosen is inappropriate for liturgy.
- Choose your Photographer. Give them a copy of St. Mary's guidelines for Photography.
- The rehearsal and wedding will begin on time. It is inappropriate to keep the clergy, the musicians, church coordinator, the photographer, as well as your guests, waiting.
- Choose your Organist/Cantor/Musicians in advance.
- Pay the balance of the church/chapel usage fee. Three months prior to the marriage.
- Apply for and deliver the Marriage License to the parish office where it will be secure and not forgotten on the day of the Marriage. It will be locked in a fire-proof cabinet. Texas law states a marriage license will expire 90 days from the date it is issued, and it must be secured 72 hours prior to the wedding. No ceremony can happen without the Marriage License.
- Pick up the key for the Bride's Room from the office before 5pm the day prior to the wedding.

Requirements

Baptismal Certificate—At least one of you must be baptized Catholic. The Sacraments of Initiation must be submitted to St. Mary's. For *those of other faiths*, a baptismal record should also be submitted. This may be in the form of a certificate, a certified letter, etc. from the church of record.

Marriage Preparation Requirements—All required paperwork, personal information, Archdiocesan Pre Cana retreat, Pre Cana classes, natural family planning class, Twogether for Texas class, must be prepared at St. Mary's, or in the case of a couple preparing for marriage in their home Diocese, at their home parish, and then submitted to the Archdiocese of San Antonio 6 months prior to the date of the wedding.

Marriage License—This license must be from the State of Texas and is available at any Texas courthouse, in the county clerk's office. The license should be issued not sooner than 3 months prior & not later than 3 days prior to the wedding.

Previous Marriage Documents (*for those who have been previously married*). If either one has been previously married, you MUST meet with the priest or deacon before ANY arrangements can be made.

MUSIC

Music in Catholic liturgies serves to invite prayerful participation in the special liturgical ceremony. Our sound system has been intricately preset, is very sensitive and will not be changed. Visiting musicians do not have access to adjust the Church's sound equipment. Contact St. Mary's Music Director, Amy Voorhees (830-997-9523), as soon as possible for planning music for your marriage ceremony. She will help you select liturgical music and lend assistance in hiring musicians to be present on the day of your wedding.

Liturgy

There are two options available; Rite for celebrating marriage during Mass or Rite for celebrating marriage outside of Mass. Priests/Deacons from outside the parish will be allowed to preside at the wedding ceremony only with the permission of St. Mary's pastor, & only after a letter of good standing and proper delegation has been received from the Office of Priests/ or the Office of the Chancellor at the Archdiocese of San Antonio.

Church Policies

St. Mary's is a beautiful church and requires little to no decorations. Any decorating of the church will be limited and must be discussed with the Environment Minister for approval. Absolutely NO decorations of any kind on the outside of the church. Flowers & decorations are not permitted on the altar. Arches, aisle runners, flower petals, rice, confetti, birdseed & bubbles are not allowed at or inside the church. Any seasonal/liturgical church decorations will remain in place. Furniture such as the altar, ambo & baptismal font are permanent fixtures and may not be moved. Wagons and tricycles are not permitted to be used in the wedding under any circumstance. **The recommended age for ring bearers & flower girls is not younger than 5 years old.** Microphones are not available for the bride and groom. Pew decorations are permitted using plastic pew clips, ribbons, or soft material to attach bows or flowers to the pews. NO TAPE, NO METAL, NO CLAMPS, NO STAPLES. Pews must not be marred in any way. NO PEW CANDLES or LANTERNS on the pews or in the aisle. **Unity candles are not permitted.**

Fees

The fee helps preserve this beautiful and historic icon of Fredericksburg. The fee covers the use of the church for the rehearsal on the evening before and the scheduled wedding as laid out in the *Wedding Schedules* section of this brochure.

Dates for weddings are **only** reserved when a deposit of 1/2 of the total due is received and your wedding packet has been started. The balance is due no later than three months prior to your wedding. **Please note:** Because St. Mary's is such a popular site, deposits are NOT refundable if the wedding is cancelled within 6 months of the scheduled date. Request for refunds outside six months of the scheduled date are handled on a case-by-case basis by the Pastor.

Parishioner Wedding Rates

Main Church	\$750 (\$375 deposit)
Small Church	\$500 (\$250 deposit)

Non-Parishioner Wedding Rates

Main Church	\$1500 (\$750 deposit)
Small Church	\$1000 (\$500 deposit)

Music Fees

The musician fee is negotiated with the musician (s) you have chosen. Couples should hire their musicians shortly after their date is reserved on the calendar. Please contact Amy Voohrees, Music Director at 830-997-9523. She will approve the music that is selected for your Wedding Day. She will also be helpful in choosing your musician(s). St. Mary's does not compensate the musicians hired to play for your wedding. You are responsible for hiring and paying the musician(s) who will provide services for your wedding. We will be happy to provide a list of musicians who are familiar with our instruments and sound system, therefore to avoid any issues with the quality of sound.

What Qualifies for Parishioner Rates?

You or your family must be a parishioner, residing within the parochial boundaries of St. Mary's Parish, for at least 1 year prior to the wedding date to be eligible for the Parishioner Rate.

A parishioner is defined by Time, Talent and Treasure. Time and Talent is your participation at Sunday Masses; involvement in ministries, organization, or adult education; time given to parish events; etc. Treasure is a year's history of giving by using your parish contribution envelopes (or online giving).

Wedding Schedules

We schedule weddings in our churches for 4pm on Fridays and as early as 11am but not later than 2pm on Saturdays. The church is available for one hour before and one half-hour following your scheduled wedding time. In order to allow all wedding parties time for preparation, this time frame is not negotiable and must be strictly adhered to. Please take this into account when planning for photographs before and after your wedding. Because of time restraints, we do not allow receiving lines. For Saturdays, all photos must be finished by 3:45pm.

PUNCTUALITY: Out of respect for your ministers and guests, the wedding party should arrive at least one hour before the start time of the wedding for photos and to ensure your wedding begins ON TIME. This includes the bride and groom, their parents and their attendants.

NO ALCOHOLIC BEVERAGES OR ILLEGAL NARCOTICS will be permitted at the Church at any time. Anyone found with such substances will be asked to leave the property.

Hired Wedding Planners

A hired Wedding Coordinator and/or consultant are not necessary. If you hire such a person, he or she will not conduct the wedding rehearsal or ceremony. Though that person is welcome to be present, he/she will have NO function with the wedding ceremony.

Photographer/Videographer

The Prayer Garden is available for photos. Check with the office on the availability of the Prayer Garden if you want to take pictures on a day other than your wedding day. All photos should be respectful of the sacredness of the church (no silly or inappropriate photos). The Church is a sacred place. Appropriate and respectful behavior is expected at all times while on the church premises. Photographers/Videographers are not allowed in the sanctuary area (raised area with altar). Photos may be taken as the wedding party enters or leaves, but the photographer may not stop either procession. No flash photography or artificial lighting is permitted during ceremony (from processional to recessional). The videographer must remain stationary throughout the ceremony to avoid distraction. A copy of these guidelines must be given to your photographer. They must check in with the church coordinator before the ceremony.

Rehearsal

There will be a Church Coordinator to walk you through your rehearsal the evening prior to your wedding and to ensure things run as smoothly as possible on the day of your wedding. Anyone with a role in the ceremony should be present for the rehearsal, including readers. This is the time for any remaining questions or concerns. If there will be any young children at the rehearsal, please have someone (not involved with the ceremony) to care for them.

Bride's Room

A room, if available, for the bride, her attendants and the moms to prepare for the wedding on the day of. This room is available as early as 8am and for one hour after the wedding. We are not responsible for the loss of valuables, so please keep this room locked when you leave it. Light snacks and drinks are allowed, we only ask that you are careful and mindful to clean up and take with you whatever you bring in. The groom, all groomsmen and ushers should arrive at the Church dressed and ready to go. We do not have an additional dressing area for them. **Please check availability and reserve this room when reserving the church.**

*****If you have this room reserved, you MUST get a key from the office before 5pm the day before your wedding.**

Holy Family Center

We offer our beautiful Holy Family Center as a venue option for your reception. If you would like more information on the rental of this space, please contact Sherri Bumpas in the church office, 830-997-9523, for rates and details.