

Guidelines for Booking a Wedding at St. Joan of Arc

Getting Started

1. Booking the wedding
 - a. Contact the priests/church office 6-8 months in advance of the date you choose to schedule a meeting
 - b. At the first meeting the First Steps to the Altar and Prenuptial Inquiry documents will be completed with the priest
2. Times available for weddings are Fridays after 4 pm, Saturday afternoon between 11-2, or Saturday evening after 6:30
 - a. There are no weddings celebrated Fridays of Lent or during Holy Week
3. Wedding rehearsals may be Wednesday evenings, Thursday (must end by 6 pm), or Friday evenings

Paperwork

4. Contribution: we ask for a \$300 offering from couples getting married at SJA.
 - a. A \$100 deposit is due at the initial meeting with the priest in order to completely book the date.
5. Updated Baptismal Certificates with notations for both the bride and groom
 - a. Non-Catholics must provide a proof of their baptism
6. Once the initial paperwork has been completed, the church office will set up the bride and groom with the FOCCUS inventory.
 - a. Once the couple has completed the FOCCUS, another meeting will be set with the priest/deacon to discuss the results.
7. Priests/deacons from other parishes or dioceses are welcome to celebrate weddings in our parish. They are responsible for providing us with the proper paperwork.
8. Civil license must be obtained 72 hours before the ceremony. Bring it to the rehearsal with you

Flowers and Décor

1. We have two pedestals on the altar that can be used for floral arrangements
 - a) Any additional items must be approved by the pastor and/or wedding coordinator
2. No floral arrangements can be placed on the altar table
3. Any pew decorations must be hung with non-marking materials (No tape or wire)

4. Aisle Runners are not permitted
5. Unity Candles are not permitted
6. The florist may set up 1 hour prior to the ceremony
7. Any seasonal decorations must be left in place
8. Although not required, leaving the altar arrangements as a donation to the church is appreciated

It is your responsibility to communicate these guidelines to your florist.

Liturgical Preparation

1. The “Together for Life” booklet, along with a Liturgy Planning Form will be provided to you to help you pick out the readings and prayers for the ceremony. These should be filled out and returned to us at least 1 week before the rehearsal.
2. Friends or family members of the bride or groom may serve as lectors, Extraordinary Ministers of Holy Communion, or Altar Servers for the Liturgy. Extraordinary Ministers of Holy Communion and Altar Servers should be currently trained to serve in those ministries in their own parishes.
 - a. Please let the wedding coordinator or parish office know whether you have friends and family members to serve in these ministries.

Music

1. All music used for the wedding ceremony must be sacred and liturgical
2. St. Joan of Arc does not provide the organist, but we can assist in providing suggestions for a musician.
3. Please note that musicians should be knowledgeable of the Catholic Mass

Photography/Videography

1. Photographers may move freely during the entrance and exit processions
 - a. Any movement throughout the ceremony should be minimal and inconspicuous
2. Photographers and equipment are not allowed in the sanctuary during the ceremony
3. Pictures are not allowed during the Liturgy of the Eucharist
4. No flash photography during the ceremony

It is your responsibility to communicate these guidelines to your photographer/videographer.

Dress Code and Behavior

Please remember that a Wedding Liturgy is a sacred celebration. Modesty in dress for the bride, bridal party, and guests is expected (i.e. no cleavage or plunging necklines). Please consult the presiding priest if you have any questions.

Alcohol and drugs are not permitted on the premises. The bride and groom should not consume alcohol the day of the wedding. If any member of the immediate families or bridal party arrives at the rehearsal or ceremony intoxicated, they will not be allowed to participate in the wedding.

Helpful Hints/Checklist

- One month prior to the wedding
 - Turn in any remaining balance on church fee
 - Confirm that all paperwork has been submitted to SJA
 - Turn in music selection forms
 - Select readings
 - Confirm floral order and time of arrival
 - Confirm rehearsal time with wedding coordinator and bridal party
 - Assign someone to be the contact person the day of the wedding. Make sure the wedding coordinator, florist, photographer, etc. have this person's phone number.

Please sign the attached agreement form acknowledging that you have read and understand the above guidelines.

Letter of Agreement

We, (bride) _____ and
(groom) _____, who will be married at St. Joan of Arc on
(date) _____ at (time) _____, with Reverend / Deacon
_____ as the officiating (priest or deacon), have **read and accepted the rules for our marriage**, including but not limited to preparation, 3rd parties (both direct/indirect parties), and rehearsal, up to and including the celebration of the **Sacrament of Holy Matrimony**.

We agree to share this information with our families, and with those with whom we have contracted or arranged for necessary services for the wedding (including but not limited to the florists, photographers, musicians, decorators, videographers, etc.) so that they will be familiar with the guidelines and will follow them, as pertain to their responsibilities for our wedding.

We agree to meet and go over with the Wedding Coordinator any questions concerning decorations **before** our wedding date. We understand that existing decorations in the church may not be moved or removed. We also understand that our decorations are to be limited and not to be done in extreme.

We agree to prepare spiritually for our wedding, by regular attendance at weekend Mass during the whole period of marriage preparation, and by celebrating the Sacrament of Reconciliation before the ceremony as necessary.

Signatures:

Bride _____ Groom _____

date: _____

(Two copies are to be signed: one to be placed in the Pre-Nuptial file, and one to be kept by the Bride and Groom.)

Wedding Music Selections

Prelude: _____

Mother's/Grandparents': _____

Bridesmaids: _____

Bridal Procession: _____

Responsorial Psalm: _____

Gospel Acclamation: _____

Offertory: _____

Mass Parts: _____

Communion Hymn: _____

Marian Hymn: _____

Recessional Hymn: _____

Bride/Groom: _____;

Phone numbers: _____

Date: _____

Time: _____;

Presider: _____