

St. Luke Wedding Planning Guide

Page 1 should be completed with the help of the priest or deacon who is working with you.

All couples must schedule a meeting with the Office of Worship to finalize all other selections no less than 6 weeks prior to the wedding date.

Please direct all questions to Erika Gonzalez, Director of Worship, at 713-538-2866; worship1@stlukesatholic.com.

Bride's Name: _____

Catholic If Catholic: Received 1st Communion

Baptized in another faith Not Baptized

Groom's Name: _____

Catholic If Catholic: Received 1st Communion

Baptized in another faith Not Baptized

Wedding Date: _____ Time: _____ # of Guests: _____ Church Chapel (*less than 20 people*)

Mass Prayer Service



English Spanish Bilingual

Priest/Deacon: _____

Rehearsal Date: _____ Time: _____

Visiting Minister & Relationship (*Optional*): _____



Ministers of Hospitality: _____

Accompanist: _____ Cantor: _____

*Musicians will be arranged in your planning meeting with the Office of Worship at least 6 weeks prior to your wedding date. **Payments for Musicians are to be submitted along with other Wedding Fees according to the Wedding Fee policy of St. Luke (see last page).***

**Additional Instruments, if requested and available (flute, violin, trumpet, etc) \$150 each*

*Optional – **with permission** from Director of Worship:*

Soloist: _____ Relationship: _____



I. Special Seating Considerations: (*wheelchairs, crutches, etc.*)

II. GATHERING (Entrance) RITE

✘ **Processional Song** (the ENTIRE procession will take place to one piece of music): _____

Wedding Procession Order

(led by altar servers if in Church)

Celebrant

Bride's Maids escorted by Groomsmen

Jr. Bride's Maids (if any)

Flower girl(s) & Ring Bearer

Maid/Matron of Honor escorted by Best Man

Parents
Bride & Groom

OR

Groom escorted by parents
Bride escorted by parents

Altar Server(s): _____

If you have family or friends who are altar servers at our parish, please let us know. Otherwise, servers in our community will be asked to minister in this role.

Church Prayer Service: 1 server Church Mass: 2-3 servers Chapel services: None needed

Bridesmaids:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Groomsmen:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Jr. Bride's Maids (if any): _____

Flower Girls: _____ **Age:** ___ & _____ **Age:** ___ (Must be at least 4 yrs old)

Ring Bearer: _____ **Age:** ___ (Must be at least 4 yrs old)

Maid/Matron of Honor: _____ **Best Man:** _____

Parents walk in front
& Bride & Groom enter as couple
or as family with children

OR

Groom escorted by parents
Bride escorted by parents

Groom's Father: _____ **& Groom's Mother:** _____

Bride's Father: _____ **& Bride's Mother:** _____

Bride entering from Bride's Room (does not want to be seen before the procession begins)

✘ **Sign of the Cross, Greeting, Gloria & Opening Prayer**

III. **LITURGY OF THE WORD - Persons reading should be trained Lectors which means they are trained to read at Mass. If you do not have family or friends who meet this requirement and currently serve as lectors in their parish, someone in our community will be asked to minister in this role.**

- ✘ **1st Reading** (selected out of United in Christ preparation book): **OT-**____ Lector: _____
- ✘ **Responsorial Psalm** (sung & led by cantor; selected out of United in Christ preparation book): **RP-** ____
- ✘ **2nd Reading** (selected out of United in Christ preparation book): **NT-**____ Lector: _____
- ✘ Gospel Acclamation **GA-**____ **Gospel** (selected out of United in Christ preparation book): **G-**____
- ✘ Homily



IV. **THE CELEBRATION OF MATRIMONY**

- ✘ **Introductory Address & Statement of Intentions**
- ✘ **Consent** (United in Christ book): **C-**____* *If Recited** Repeat after Celebrant Memorized
- ✘ **Reception of Consent & Acclamation**

- ✘ **Blessing and Exchange of Rings**(United in Christ book): **BR-**____

- ✘ *Optional - You may choose one or more of the following traditional Hispanic wedding symbols:

◆ **Symbolic Gifts:** please list who will be presenting each gift

- Arras: _____ Lazo: _____
- Rosary: _____ Other: _____
- Bible: _____

- ✘ **Prayer of the Faithful** - Special prayer requests (ex: names of those who have died or are sick):

- ✘ **Nuptial Blessing** (selected out of United in Christ book): **NB -**____



V. **LITURGY OF THE EUCHARIST** (only if celebrated within Mass)

*Approximately how many of your guests will receive communion (asked for planning purposes)? _____

Names of Offertory Gift Bearers (people to bring bread and wine to the altar):

_____ & _____

- ✘ **Presentation of Flowers to the Virgin Mary** (Optional): Yes No (If Yes) Ave Maria



VI. **CONCLUDING RITE**

- ✘ **Final Blessing**
- ✘ **Recessional Song:** _____

St. Luke the Evangelist Catholic Church

Wedding Fees & Reservations



St. Luke the Evangelist Catholic Church is pleased to assist couples and help them celebrate their wedding and the Sacrament of Matrimony. As with everything else there are costs associated with keeping our beautiful worship space and campus operational and properly maintained.

The fees noted below do not cover the entire cost of having a wedding at St. Luke but do help defray the overhead expenses incurred in supporting, staffing and operating the Church buildings for a wedding rehearsal and celebration:

Church Fee: \$500

Chapel Fee: \$150*

**The Chapel may only be reserved if available and if the entire Wedding guest list does not exceed 25 people.*

Church Musician Fees:

Wedding Mass: \$350 (Pianist: \$200; Singer: \$150)

Wedding Service: \$250 (Pianist: \$150; Singer: \$100)

Chapel Musician Fees:

Wedding Mass: \$150 (Singer only)

Wedding Service: \$100 (Singer only)

Clergy Honorarium:

This donation may be offered to the priest or deacon who presides at the wedding ceremony; the Church Fee covers expenses to maintain the church building. **There is no designated amount, therefore the couple is free to offer a donation to the officiating clergy at their discretion.** This donation may be given at any time, either to the clergy person or to the Ministries Secretary who will direct it appropriately.

Reservations:

All Wedding reservations must be submitted by the couple using a blue wedding reservation form that includes the signature of the priest or deacon with whom they are working. The blue reservation form, it is submitted to our Evening Receptionist, who will confirm the availability of the date as well as accept the necessary deposit.

\$100 is due as a down payment no less than 1 week after the submission of the reservation form. Please note: if the down payment is not received, the reservation will be cancelled.

The remaining balance of all fees (Church/Chapel AND Music) is due to the Evening Receptionist 1 month before the wedding date. If the couple cancels the wedding, all money paid is retained by the parish.

Emma Puente, Evening Receptionist

eveningadmin@stlukescatholic.com

Mon - Fri: 5:30 pm – 8:30 pm

*Please note that St. Luke Catholic Church subsidizes the wedding ceremonies as these fees do not entirely cover all costs involved. Of course, these financial expectations always depend on the couple's situation. **No one is ever denied a wedding at St. Luke Catholic Church due to the lack of sufficient financial resources.** We are happy to celebrate the weddings of those who cannot afford the fees, provided this is also reflected in the simplicity of the wedding with regard to music, number of attendants, décor, etc. **If an exception is to be made, the clergy working with the couple will make the appropriate recommendation to the pastor who must give the final approval for fees to be waived.***