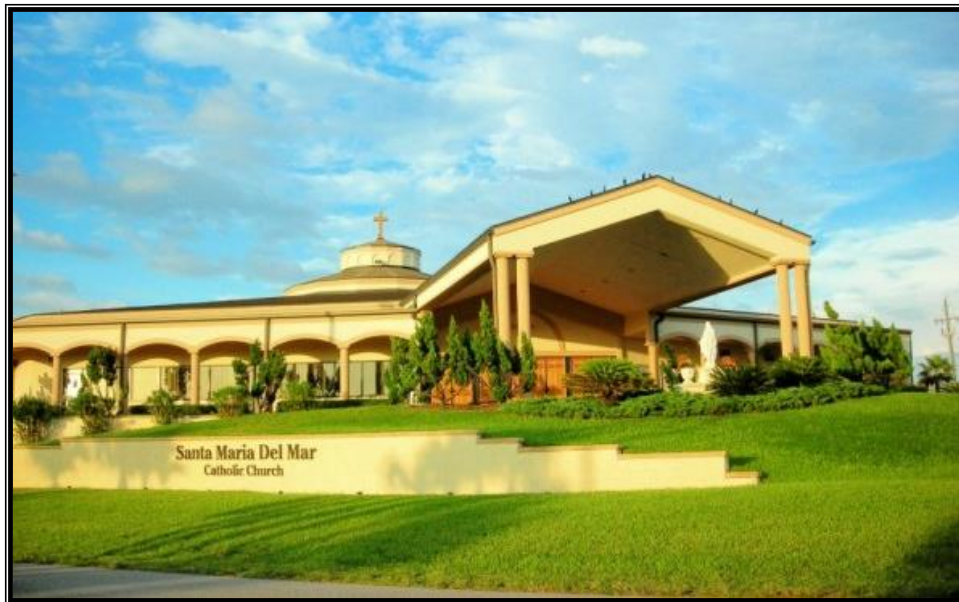




GUIDELINES FOR THE SACRAMENT OF MATRIMONY



Santa Maria del Mar Catholic Church
915 North Central Ave.
Flagler Beach, FL 32136
386-439-2791

Prayer for Engaged Couples

Lord Jesus, grant that we may have a true and understanding love for each other. Grant that we may both be filled with faith and trust. Give us the grace to live with each other in peace and harmony.

May we always bear with one another's weakness and grow from each other's strength. Help us to forgive one another's failings and grant us patience, kindness, cheerfulness and the spirit of placing the well-being of one another ahead of self.

May the love that brought us together grow and mature with each passing year. Bring us both ever closer to you through our love for each other. Let our love grow to perfection.

Amen.



PRELIMINARY INFORMATION FOR SANTA MARIA DEL MAR PARISHIONERS:

1. Couples who are preparing for Marriage who reside in the Diocese of St. Augustine are to begin marriage preparation no less than eight (8) months prior to the desired date of the wedding. Please contact the Santa Maria del Mar church office at 386.439.2791 to set up your initial appointment. At this appointment the Pre-Nuptial Questionnaire will be administered.
2. The priests and deacons of Santa Maria del Mar only prepare and officiate at weddings of parishioners of Santa Maria del Mar. All other couples should refer to the “*Non-Parishioner*” section of this document. As a parishioner of Santa Maria del Mar, you will be required to meet with our priest or deacon a minimum of three times during your preparation process.
3. All contact with Santa Maria del Mar regarding wedding scheduling/planning must be via the bride or groom only.
4. Once the Pre-Nuptial Questionnaire has been administered and the couple has the initial meeting with our priest or deacon, they must then submit a completed wedding agreement and submit a 50% deposit check. *[Please Note: We do NOT tentatively schedule weddings on the Church calendar.]*
5. In the Diocese of St. Augustine, marriage instruction classes are mandatory. You will be required to attend a series of meetings with the Marriage Sponsor Couple. The number of required meetings will be determined by the Marriage Sponsor Couple after they receive the results of the Prepare/Enrich survey that will be taken online. During these sessions, they will also inform you of the other requirements (Natural Family Planning, Pre Cana, etc.) which they will help you with. You will also be required to attend a Pre Cana or Engagement Encounter Classes.
6. Once your date has been set, you should also contact the Parish Wedding Coordinator to discuss your wedding rehearsal. Our Wedding Coordinator voluntarily donates her time to carry out the wishes of the priest and couple.

WHO QUALIFIES AS AN ACTIVE PARISHIONER?

An "active parishioner" of this parish is one who: Is properly registered and on the parish rolls, Faithfully attends Mass on Sundays and Holy Days, Participates in parish activities when possible, Regularly contributes through the Sunday offertory collection by use of the parish envelope system or through our electronic offertory program.

PRELIMINARY INFORMATION FOR NON-PARISHIONERS:

1. The priests and deacons of Santa Maria del Mar only prepare and celebrate weddings mostly for parishioners of Santa Maria del Mar. Other couples are to make arrangements with another priest or deacon so that our marriage preparation requirements can be fulfilled. In this case, the couple would need to secure a priest or deacon for the wedding celebration itself.
2. The priest or deacon who will be responsible for marriage preparation must be willing to coordinate the diocesan requirements for marriage preparation, obtain dispensations and permissions that are needed, and prepare the documents that are needed. Effective July 1, 2011, priests or deacons from outside the Diocese of Saint Augustine must include a Letter of Good Standing in the completed wedding file. This letter must come from their chancery.
3. Before a wedding can be placed on the calendar, the priest(s) or deacon(s) who will officiate at the wedding and/or coordinate marriage preparation must send confirmation (fax, letter or e-mail) that he commits to officiate at the wedding and/or is assuming responsibility for the couple's preparation.
4. All contact with Santa Maria del Mar regarding wedding scheduling/planning must be via the bride or groom only.
5. Once these arrangements have been met, the couple must submit a completed wedding agreement and submit a 50% deposit check. *[Please Note: We do NOT tentatively schedule weddings on the Church calendar.]*
7. Once your date has been set, you should also contact the Parish Wedding Coordinator to discuss your wedding rehearsal. Our Wedding Coordinator voluntarily donates her time to carry out the wishes of the priest and couple.



TIMES FOR WEDDINGS AND REHEARSALS:

Weddings may be scheduled on Saturdays at 1 p.m.. [*Please Note: Weddings are not permitted on Sundays, or in the afternoon or evening of the Saturday prior to Palm Sunday, or during the Easter Triduum, on Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day.*] The COUPLE AND WEDDING PARTY MUST ARRIVE AT THE CHURCH NO LATER THAN 20 MINUTES BEFORE THE CEREMONY IS TO BEGIN. The wedding ceremony must begin on time. There are other activities, ceremonies, & Masses that may take place after your ceremony which cannot be delayed.

Rehearsals are normally scheduled on the evening before your actual date of marriage. It is best to also reserve that date/time when you reserve your wedding date. Rehearsals MUST BEGIN PROMPTLY and should take no longer than 45 minutes to 1 hour. The marriage coordinator will wait no more than 10 minutes for a wedding rehearsal to begin. We suggest it is best to have the wedding rehearsal the day prior to the wedding. PLEASE HAVE ALL YOUR WEDDING PARTY AT THE CHURCH AND READY TO BEGIN ON TIME.

FEES AND OFFERINGS:

The Sacrament of the Church communicate and embody the power of Jesus Christ, active and alive in the world today. As such, they are free gifts from God, outward signs of inward grace. The following fee schedule is not and cannot be a payment for the sacrament itself; rather, these contributions help offset the expenses of providing a fitting and beautiful environment for your wedding – everything from a comfortable temperature to a tuned piano.

Your fee is based solely on the current parishioner status of the bride or groom only (not parents or other relatives).

- \$400.00 - For registered & contributing SMdM members of one year or more at the time of contract submittal.
- \$800.00 - For registered & contributing SMdM members of less than one year at the time of contract submittal **or** registered members of another parish within the boundaries of the Diocese of St. Augustine.

Santa Maria del Mar does not accept any appeals nor grant any exceptions to the established church fees. An additional fee of \$250.00 may be assessed for weddings not scheduled for Saturdays as well as all requests for weddings on national holidays.

A deposit check of 50% of the above fees is required when you submit the signed contract for the wedding. The balance of the church fee is due 30 days prior to the wedding. Should you cancel your wedding, the deposit is refundable (less a \$50.00 administration fee) up to seven months prior to the wedding date. If you cancel within 7 months of your wedding date you forfeit the total deposit.

ADDITIONAL FEES:

These fees should be paid one (1) month prior to the wedding date.

- Music – Meet with Music Director for price. (see below)
- Altar Server – \$20.00 (cash is preferable)

CONTACTS:

Office Wedding Director:	Fr. Manny Lopez	386.439.2791
Marriage Sponsor Couple:	Pat & Jacque Mulvihill	386.586.3398
Music Director:	Kim Cazzaniga	386.931.8710
Wedding Coordinator:	Kim Cazzaniga	386.931-8710

DOCUMENTS NEEDED:

You will be required to submit a RECENT COPY OF YOUR BAPTISMAL CERTIFICATE DATED WITHIN 6 MONTHS OF YOUR WEDDING DATE. This can be obtained by writing to the Church where you were baptized. The original certificate issued years ago will not be accepted. Please inquire if there may be a donation required by that Church to cover expenses as to not delay the process. In the case of mixed marriages (Catholic & non-Catholic) a Dispensation form will be filled out at the time of your initial meeting with our priest or priest of your choice. You are also responsible for obtaining your Marriage License from the State of Florida. The Marriage License should be brought to the wedding rehearsal and given to the Wedding Coordinator so she can ensure that on the date of the wedding it is signed by the appropriate parties. The Marriage License must be picked up from the church office within 5 days or it will be mailed to City Hall.

PRE-CANA AND ENGAGED ENCOUNTER:

These are the two primary marriage preparation courses in the Diocese of St. Augustine. These courses differ in format, but each is designed to help engaged couples grow in their understanding of the Sacrament of Marriage by covering such topics as sexuality, family, and their role in the Church. The Engaged Encounter weekend is strongly encouraged. To get more information on these requirements or to find the schedule for the classes please visit: www.d CFL.org.

PLANNING YOUR LITURGY:

You are invited to help in the planning of your marriage liturgy so that it expresses the love and commitment you will pledge to each other. Once your wedding date has been set, you will receive a book titled "*Together for Life*". This book will help you with choosing the scripture readings, prayers and the type of ceremony you would like (Full Mass, Ceremony only with Communion Service, or Ceremony only without Communion Service.) You will be asked to go over your selections when meeting with our priest or deacon.

MUSIC:

Music for all weddings must be discussed in an appointment with our Music Director, Kim Cazzaniga. (kim@smdmcc.org) The base price is \$300, but varies according to each individual wedding. Sacred Music must be used during the liturgy and all exceptions must be approved by the presider of the wedding. Musicians do not attend the rehearsal and if you have an outside group coming, it must be approved by the Music Director. All other questions and concerns can be answered by appointment.

CHURCH DECORATIONS, FLOWERS & CANDLES:

Flowers may be arranged through a florist of your choice. Flowers may be placed on the pews, on the floor of the Altar only, as well as at the base of your Unity Candle holder. Flowers are NEVER to be placed upon the Altar. You may also choose to have flowers for the Blessed Mother and Saint Joseph. We have a standing floor Unity Candle holder for your use. You must supply the candle which can be purchased from a place of your choice. Please be aware that the large center candle should be pre-drilled at the bottom to ensure it fits properly in the holder. AISLE RUNNERS ARE NOT ALLOWED. FRESH FLOWER PETALS ARE NOT ALLOWED to be strewn by your flower girl, silk flowers are allowed. These petals must be picked up by the wedding party immediately after the ceremony. Due to the permanent Altar decorations for the Seasons of Lent, Easter, and Christmas, the Bride and Groom will not be able to go upon the Altar for the ceremony which will be conducted on the church floor directly in front of the first row of pews.

GREETINGS AFTER THE CEREMONY:

These expressions of good wishes and the receiving line should take place at the reception. We DO NOT ALLOW THE USE OF RICE, CONFETTI, OR BIRDSEED inside the church or on the parish grounds. Bubbles are allowed outside the church. Please advise your guests.



PHOTOGRAPHERS & VIDEOGRAPHERS:

We realize how special good pictures are to you on the very important occasion, however, certain guidelines must be observed to insure the dignity and sanctity of the wedding liturgy. Photographers may be taken by friends, members of your families and a professional photographer. There is no flash photography permitted during the entire ceremony. Photographs may be taken before or after the ceremony in the church or the courtyard. Your photographers may not enter the Altar-Pulpit area during the ceremony. We ask you to please inform all your guests to remain in their pews from the time the Bride arrives at the Altar until the Bride and Groom leave and husband and wife to please not distract from this most sacred of Sacraments. You and your guests will have 30 minutes for taking pictures after the ceremony. Your videographer may continue to tape throughout the ceremony as long as there is no additional lighting and that he/she remains stationary and unobtrusive.

We are delighted that you have chosen to make this sacramental commitment to each other. As you can see, weddings are no longer simple matters, nor can they be taken lightly. A wedding is a day. A marriage is a lifetime. To assure your future growth and happiness, it is essential that you focus, not on the wedding day, but on your marriage. Your future will depend a great deal upon your preparation for this marriage. We are happy that you have asked Santa Maria del Mar Catholic Church to be a part of this important decision. Please contact Kyle DePalma in the church office 386.439.2791 with any questions or concerns.



CHECK-LIST FOR MARRIAGE PREPARATION & CEREMONY:

- Meetings with priest or deacon (minimum of 3)
- Get in touch with and attend all Marriage Sponsor Couple Sessions
 - Certificate of Completion
- Contact the Parish Wedding Coordinator
- Contact the Music Director
- Attend Pre-Cana or Engagement Encounter
 - Certificate of Attendance
- Natural family planning sessions.
- Updated Baptismal Certificates (within the last 6 months)
 - Bride
 - Groom
- Confirmation Certificates
 - Bride
 - Groom
- Dispensation (if necessary)
- Autobiographies/Testaments
 - Bride
 - Groom
- Marriage License
- Read *“Together for Life”* and complete the Selection Form. (This must be completed and handed in by the time of your second meeting with our priest or deacon)
- Have all music selections made with approval of the Music Director.
- Inform the Office Wedding Director and the Wedding Coordinator of all flower arrangements and placement.
- Purchase your Unity Candle Set, if you choose to have one, and ensure that it fits in our Unity Candle holder prior to the wedding date.