



Wedding Policy Document

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CONGRATULATIONS!

We are happy you have chosen to be married at St. Gabriel, and look forward to helping you plan for a wonderful wedding day.

The Sacrament of Marriage is first and foremost a service of worship, and is one of the happiest and holiest moments in life. As two Christian people join their lives to establish a Christian home, the church rejoices with them and is eager to help make the occasion of the wedding beautiful and memorable. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty lies in the spirit and attitude of those who take part – their sincerity and deep devotion to each other.

The purpose of this document is to guide and assist you as you begin preparations for your wedding. The Catholic Church and St. Gabriel observe a number of customs and procedures for you to keep in mind as you make your plans.

Reservations should not be considered confirmed until you have received a confirmation email from our parish office.

At the end of this document, you will find names and contact information for everyone here at St. Gabriel who will help prepare you for marriage and assist with your wedding day. We look forward to helping you, and wish you a wonderful, blessed life together!

WEDDING COORDINATORS

St. Gabriel provides Wedding Coordinators to assist the Bride, the Groom, and their families, as well as the priest or deacon. We require a Wedding Coordinator from the church for every wedding scheduled in the church sanctuary. We also require a Wedding Coordinator for a wedding in the chapel if the celebrant is a visiting priest or deacon, if there will be a rehearsal, and/or if the Bride is using the Family Room prior to the wedding. Our Wedding Coordinator will direct your wedding for a reasonable fee.

Coordinators are notified of each wedding as it is scheduled, but it is still wise to check with yours promptly, especially if you have questions about customs and procedures at St. Gabriel.

The Wedding Coordinator will meet with the Bride after the wedding date has been confirmed to discuss use of the facilities and details of the ceremony, including time frames, vendors, attire, seating, duties and placement of attendants, etc.

The Wedding Coordinator also will help with your wedding program. If you are planning to have a printed wedding program for your guests, please be sure to furnish your Wedding Coordinator with a copy for proofreading before it is printed. The program must be approved by your Wedding Coordinator.

The Wedding Coordinator will conduct and choreograph the rehearsal in conjunction with the priest or deacon. On your wedding day, she will be there to unlock and set up the church, receive deliveries, confer with musicians and photographers, instruct the ushers, pin on flowers, organize the processional, handle emergencies and late guests, and oversee cleanup.

CLERGY

If you have not already done so, please inform the Associate Director of Pastoral Care whom you wish to officiate at your wedding. If a visiting priest or deacon will perform your wedding ceremony, or will be present to assist our clergy or concelebrate, please let us know that as well. Please provide the name, church, address, and telephone number of the visiting priest or deacon.



St. Gabriel Catholic Church

United in Christ to Worship, Serve, and Grow

Marriage Preparation Document and Meeting Checklist

- Introductory Class**
- Paperwork**
 - Engaged Couples Information Form (turn in tonight)
 - Diocesan Form A: one each for the bride and groom (turn in tonight or send/bring when complete)
 - Diocesan Form B: two each for the bride and groom (send/bring when complete)
 - Baptismal Certificate with Notations (for Catholics)
 - Baptismal Certificate (for non-Catholic Christians)
 - Completion Certificate from the Diocesan Pre-Cana Workshop (below)
- FOCCUS Inventory**
- Pre-Marriage Alpha**
- Pre-Cana Workshop**
- Meetings**
 - Mentor Couple: 1. _____ 2. _____
 - Clergy: 1. _____ 2. _____

I am here to help you!

Carolyn Tillman

ctillman@stgabrielchurch.org

(704) 362-5047 ext. 204

St. Gabriel Catholic Church

3016 Providence Road

Charlotte, North Carolina 28211

SCRIPTURE

Scripture readings for the ceremony should be discussed with the priest or deacon. He will provide you with a copy of Together for Life, a booklet that contains all Scripture from which you may choose.

The Scripture readings you select will assist you in planning the music for your wedding. Be sure to share the Scripture information with the Associate Director of Worship when you meet with her to select your wedding music.

MUSIC

Music in the church is an expression of worship. All music, vocal or instrumental, should enable everyone present to celebrate the sacrament of marriage in prayer and song. The Associate Director of Worship is available to assist in a creative and appropriate selection of music.

When your wedding date is confirmed, the Associate Director of Worship will be notified to add the date to her calendar. Please contact her to schedule an appointment after you have chosen the Scripture readings for your wedding ceremony, preferably two to three months before your wedding date.

The Associate Director of Worship will arrange for an organist or pianist. Special arrangements for vocalists and/or other musicians should be discussed with her. She also can provide you with a list of soloists who are part of the St. Gabriel music ministry. Please advise her as soon as possible if you would like a soloist or other singers from our music ministry, so she can be sure they put your date on their calendars.

If you wish to hire instrumentalists, soloists, or other musicians who are not a part of the St. Gabriel music ministry, please let the Associate Director of Worship know as soon as possible. She will need copies of the music they will perform, in the correct key and with appropriate accompaniment, well in advance of the wedding date. Rehearsal times with the church organist will be arranged as needed. Fees for all musicians are paid directly to them and are not set by the church.

Please note that the church organist and other musicians do not attend the evening wedding rehearsal

FLOWERS

The interior architecture, furnishings, and appointments of St. Gabriel create a setting of reverence and dignified beauty. All flowers and other decorations should reflect simplicity in order to preserve the proper atmosphere and to safeguard the furnishings.

The wedding facility fee includes the use of St. Gabriel's altar flowers that are in place for the weekend Masses and ceremonies. St. Gabriel provides the following:

- One fresh flower arrangement in front of the altar
- One fresh flower arrangement in front of the ambo
- One artificial flower arrangement on top of the ambo
- Artificial flower arrangements in urns located on each side of the tabernacle
- Artificial flower arrangements at each of the three statues in the sanctuary

New fresh floral arrangements are installed and displayed each Friday afternoon. The St. Gabriel Flower Guild determines the color and flower types. First, flower color and type will be consistent with Holy Days and seasons within the Liturgical Year. Second, the Flower Guild will choose colors that are compatible with the Bride's colors for her wedding day. In the event there are two weddings on the same day or weekend, the Flower Guild will contact each Bride to determine whether compatible colors are possible. If compatibility is not possible, St. Gabriel will provide white flowers.

Please note that during Lent, there will not be any floral arrangements. You are welcome to provide your own arrangements and take them with you after your wedding.

Brides may supplement and/or replace artificial flowers with additional fresh flowers as follows:

- Fresh flowers may be purchased for the urns located on each side of the tabernacle
- Fresh flowers may be purchased for the top of the ambo
- Additional fresh flowers may be purchased to flank each side of the altar

If the Bride elects to supplement and/or replace any or all of the flowers noted directly above, they must be purchased directly from St. Gabriel's flower vendor to assure consistency in flower type and color. Contact Michelle Whitaker to discuss flowers at michellewhitaker3@gmail.com

Supplemental and/or replacement artificial flowers are not permitted.

Bouquets and boutonnieres for the wedding party and flowers for the reception should be arranged separately with a florist of your choosing, but we recommend Kelilabee with confidence.

Delivery of any supplemental fresh flowers for the altar will be on Friday afternoon along with St. Gabriel's standard weekly delivery. There will be no delivery fee for the Bride. The St. Gabriel Flower Guild will receive the flowers and assure that they are watered and placed in the church. Delivery of bouquets and boutonnieres should be arranged separately with the florist of your choosing. If wedding party flowers are to be delivered to the church, deliveries should be made no more than 1½ hours before the ceremony.

It is the policy of St. Gabriel that all altar flowers, including those that the Bride may choose to purchase to supplement and/or replace those on the altar, will remain in the church as a gift from the Bride (with the exception of Lent).

All seasonal flowers (e.g. poinsettias, palms, lilies), decorations, and banners are to be left in the church and are not to be moved.

PEW DECORATIONS

St. Gabriel can provide simple pew bows made of white tulle with a silver accent piece. If the Bride elects to use our pew decorations, the Wedding Director will place them before the ceremony and remove them afterwards. If the Bride elects to provide her own pew decorations, we ask that she make arrangements to have them placed before the ceremony and removed afterwards.

Pew decorations may be attached only with pew clips, chenille pipe cleaners, ribbon, or plastic coated florist wire. No nails, pins, tape, tacks, staples, putty, or any other adhesive may be used on the pews, walls, and furnishings. No candles or shedding greenery may be placed on the pews. The Bride is held fully responsible for any damage to the pews or other furnishings as a result of non-compliance with this policy.

CANDLES

Standard altar candles will be lit prior to the ceremony. No additional candles or candelabra are permitted.

ADDITIONAL DECORATIONS

The following additional items are available for your use:

- Double wedding kneeler
- Table in the narthex for a guest book

Due to insurance and liability issues and in the interest of safety, time, and maintenance, the following are not permitted inside or outside the church building:

- Aisle runner or cloth
- Decorations of any kind in the aisles
- Flower petals (silk or live) scattered by flower girls
- Receiving lines after the ceremony if there will be photos taken in the church after the ceremony
- Rice, birdseed, or any other material tossed in the path of the couple
- Sparklers, balloons, or bubbles

Please note that the family will be held responsible for any property damage or cleaning expense incurred as a result of non-compliance with this policy. We thank you for respecting the rules put in place to maintain and preserve the beauty of our church and grounds.

REHEARSALS

The rehearsal time should be scheduled with the parish office at the same time the wedding date and time are reserved. Rehearsals are scheduled the day before the wedding date at 4:00, 5:00, or 6:00 pm. Rehearsals are limited to and require **one full hour**.

It is very important that rehearsals start on time. Another rehearsal or other church services may be scheduled on the same evening. We ask the Bride and Groom to please inform all wedding party participants of the time of the rehearsal and ensure that they arrive at the church **no fewer than 15 minutes prior** to the rehearsal start time. A well-rehearsed wedding is the best way to ensure a stress-free wedding ceremony!

ATTENDANTS

Bridesmaids, ushers, readers, and other participants in the wedding can greatly enhance the beauty and solemnity of the ceremony by offering their support to the Bride and Groom.

If you decide to include a child or children in your wedding party, we recommend that they be at least 4 years of age.

All participants in the wedding should be at the church **a minimum of one hour** before the ceremony.

The Family Room is available to the Bride and her attendants as a dressing room. Attire cannot be left overnight or delivered before the bridal party arrives.

The area outside of the Daily Chapel and the Narthex are available to the Groom, Ushers, and Best Man.

St. Gabriel cannot be liable for any items left in these rooms or areas during the ceremony. If you would like the Family Room to be locked during the ceremony, please ask your Wedding Director to do so.

Please see that the Family Room, Narthex and area left in the same condition in which they were found, and that all flower boxes, garment bags, etc. are disposed of after the wedding. You may wish to ask a friend or family member to see to this task.

Smoking and alcoholic beverages are prohibited in all areas of the church building and on the church grounds.

PHOTOGRAPHY

The services of a professional photographer and, if desired, a professional videographer are encouraged. *Please refer to pages 15-16 for specific instructions to share with your photographer/videographer.*

Picture-taking and videos will not be permitted during the processional or the ceremony by anyone other than the official wedding photographers. Flash pictures and camera noise interfere with the sacredness of the ceremony. Please ask your guests to abide by this church policy.

The wedding party may return to the sanctuary after the ceremony for pictures. Please limit the time to 15 minutes.

Photographs may not be taken in the sanctuary before the wedding.

In the interest of time, if you opt for a receiving line or group exit, the bridal party may not return to the sanctuary for photographs.

Please be aware that the walled, gated garden in front of the church building is a holy resting place for deceased parishioners and is strictly off limits for photography.

VIDEOGRAPHY

If desired, your ceremony will be streamed live using a 3rd party service at no cost to you. St Gabriel Catholic Church will make every effort to stream your ceremony and provide a professional viewing experience for internet viewers. Your ceremony stream will be recorded and this electronic recording will be made available for download within 48 hours following the completion of your ceremony. The live stream link and recording can be made private, if so desired, and optionally password protected. The recording will be available to download for 30 days following the ceremony. It is the responsibility of the couple to download and preserve this recording. St Gabriel Catholic Church will not deliver any tangible product (e.g. DVD, USB drives, etc.) containing your recorded ceremony.

WEDDING FEES

Reservation and usage fees are due at the time of reservation. Stipends to priests (and deacons), musician fees, wedding director and A/V stipends are **must be paid in full 30 days prior to the wedding date.**

Church

Reservation and Usage Fee for non-parishioners	\$300
Reservation and Usage Fee for parishioners	\$200

This fee may be paid by check or on-line. (visit our website at www.stgabrielchurch.org/weddings link)

Chapel

Reservation and Usage Fee for non-parishioners	\$200
Reservation and Usage Fee for parishioners	\$100

Stipends for Priest or Deacon

Priest or Deacon – Church or Chapel Wedding:	\$250
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Music

Organist Fee and Fees for Other Musicians: Negotiated and Paid Directly to Musicians

Wedding Coordinator

Wedding Coordinator Fee – Church	\$300
Wedding Coordinator Fee – Chapel/Visiting Priest or Deacon	\$150

Audio/Visual (Church only)

Technology Fee	\$250
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If you have any questions about fees and honoraria, your Wedding Director will be happy to answer them.

Please Note: Registered and participating parishioners of St. Gabriel Church are parishioners who have been registered or whose families have been registered for no fewer than 6 months prior to the date of the wedding, and who support the church through their time, talent and treasure (the amount does not matter). It is presumed that all parishioners support the work of the church by attendance at Sunday Mass and the use of the offering envelope

MARRIAGE LICENSE

A **North Carolina** marriage license is due at the church office on the Monday before the wedding. State law requires that the clergyman has the marriage license in hand before he officiates at a wedding.

A marriage license may be obtained from the Register of Deeds of any county in North Carolina, for a wedding held in North Carolina. The Mecklenburg County Register of Deeds is located in the County Courthouse, 720 East Fourth Street, Charlotte. An appointment is required, and the license is valid for 60 days from the date of purchase, so please be sure to schedule the appointment accordingly. In order to obtain the license, both the bride and groom must be present with a driver's license or other government-issued photo identification, a social security card, and \$60 in cash (or \$70 if you would like a certified copy of the license).

The completed and signed marriage license must be returned to the same county where it was purchased. We will take care of that for you the week after your wedding, so please be sure to provide us with both copies of the license and the mailing envelope that will come with it.

WEDDING CEREMONY CHECKLIST & TIMELINE

- Reserve Chapel and Church for Wedding & Rehearsal (6-12 months out)
- Pay Church or Chapel Usage Fee at time of reservation (6 -12 months out)
- Hire Photographer (6 – 12 months out)
- Contact Flower Guild to Discuss Flowers (6-12 months out)
- Complete Marriage Preparation and Required Forms (8 weeks out)
- Meet with Clergy (schedule after submitting paperwork, 6-10 weeks before wedding)
- Meet with Wedding Coordinator (2-4 months prior to Wedding)
- Meet with Associate Director of Worship to Select Music (2-4 months out)
- Obtain Marriage License (License can be obtained no sooner than 60 days before wedding date)
- Pay Fees 30 Days Prior to Wedding: Priest/Deacon, Wedding Coordinator, Musicians, A/V Technician (30 days out)
- Submit scripture selections, Prayers of the Faithful and program to Wedding Coordinator (2 weeks out)
- Bring 2 copies of Marriage License (License can be obtained no sooner than 60 days before wedding date) and return envelope (provided by county) on your wedding day

CONTACT INFORMATION

St. Gabriel Church Office (704) 364-5431

Clergy

Fr. Richard Sutter (704) 362-5047 ext. 206
rsutter@stgabrielchurch.org

Fr. Mike Mitchell (704) 362-5047 ext. 219
frmike@stgabrielchurch.org

Deacon Larry O'Toole (704) 362-5047 ext. 272
lotoole@stgabrielchurch.org

Associate Director of Worship

Aubrey Quintero (704) 362-5047 ext. 210
aubrey@stgabrielchurch.org

Associate Director of Pastoral Care

Carolyn Tillman (704) 362-5047 ext. 204
weddings@stgabrielchurch.org

Wedding Coordinator

Jacque Stevens (704) 577-2124
jacque@stgabrielchurch.org

Director of Technology

Ben Vigil (404) 456-4283
ben@stgabrielchurch.org

St. Gabriel Flower Guild

Michelle Whitaker
Michellewhitaker3@gmail.com

RULES FOR PHOTOGRAPHY AND VIDEOGRAPHY

The services of a professional photographer and videographer are strongly encouraged. The following rules are designed to preserve the sacred nature of your wedding ceremony at St Gabriel Catholic Church while allowing both the photographer and videographer sufficient leeway to document your wedding adequately and professionally.

The photographer and videographer are required to review the guidelines and agree by signature to the policies of St Gabriel prior to the wedding. The Bride and Groom are responsible for ensuring the photographer and videographer have received a copy of these guidelines and submit them to St Gabriel 30 days before the wedding. St Gabriel reserves the right to ask any photographer and/or videographer who violates the following rules to either correct the violation immediately or to leave the premises:

- The photographer or videographer should direct any questions to the Wedding Coordinator during the time they are on St Gabriel premises and are required to cooperate with any direction provided by the Wedding Coordinator.
- The photographer and videographer, including their staff and assistants, should be dressed appropriately for a formal church service.
- Photographs may NOT be taken inside the sanctuary before the wedding.
- Photos and video of all ushers should be complete 30 minutes prior to the scheduled start of the ceremony.
- Photography and videography during the ceremony will not be permitted by anyone other than the hired wedding photographers. Please also ask your guests to abide by this policy.
- The use of wireless mics on the officiant is not permitted.
- On-camera flash, off-camera flash, continuous lighting, or supplemental lighting of ANY kind will not be permitted at any time during the ceremony. Wires or cables may not be laid across any aisle or walkway, nor affixed to church property in any way. If needed, professional “gaffers” tape may be used to secure cabling to the flooring alone. Use of other tapes such as masking tape or duct tape is not permitted.
- Under no circumstances are the photographer or videographer permitted to enter the altar area (beyond the altar steps) of the sanctuary while on St Gabriel premises.
- Photographers and videographers should minimize movement during the ceremony so as to avoid becoming a distraction to those attending the wedding.
- Photographers and videographers are permitted to shoot from any interior aisle of the sanctuary to the rear of all seated guests, but may not proceed farther forward than the rear 7 pews.
- Photographers and videographers are permitted to shoot from the perimeter aisles of the sanctuary, provided that they remain stationary for the duration of the ceremony.
- A single photographer or videographer may be position themselves near the first pew of the center isle so as to capture the entrance of the bride, provided that: they kneel so as to not obstruct the view of the groom, wedding party, and officiant in any way; no tripods, monopods, or stands are used; they remain at the edge of the center isle; they enter and exit via a side aisle; and they immediately move to another permitted position as soon as the bride reaches the half-way point of the center aisle.
- St Gabriel does allow videography equipment to be positioned stationary at the rear of the center aisle after the procession (bride’s entrance) is complete and the bride reaches the altar, provided that all equipment is removed prior to the recession (bride and grooms exit).
- Other than the above provision, any tripods, monopods or stands in use should be positioned 30 minutes prior to the wedding, must remain stationary throughout the ceremony, and may not be positioned in any isle or walkway at any time.

- The photographer is allowed 20 minutes after the ceremony for posed photographs. During this time, the photographer is the person principally charged with insuring that a respectful decorum, consistent with the sacred nature of the space, is observed by all involved. In the event the photographer has difficulties enforcing this, they may request the assistance of the Wedding Coordinator.
- Any posed photographs after the ceremony involving the Officiant should be taken first.
- Please be aware that the Columbarium (walled, gated garden in front of the church building) is a holy resting place for deceased parishioners and is strictly off limits for photography or videography at all times.

LIVE STREAMING

St Gabriel does not provide internet connectivity nor public WiFi access to guests or vendors.

If desired, your wedding ceremony can be streamed live by St Gabriel Catholic Church at no cost to you. St Gabriel will make every effort to stream your ceremony and provide a professional viewing experience for internet viewers. Your ceremony live stream will be recorded and this electronic recording will be made available for download within 48 hours following the completion of your ceremony. The live stream link and recording can be made private, if so desired, and optionally password protected. The recording will be available to download for 30 days following the ceremony. It is the responsibility of the bride and groom to download and preserve this recording. St Gabriel Catholic Church will not deliver any tangible product (e.g. DVD, USB drives, etc.) containing your recorded ceremony.

Additional services (e.g. source audio, 4K ProRes camera ISOs from cameras permanently installed at St Gabriel, etc.) may be available directly to photographers and videographers. They are asked to contact St Gabriel Technology Services via email at technologyservices@stgabrielchurch.org if they are interested.