

St. Peter Catholic Church

Guidelines for Celebrating the Sacrament of Matrimony (February 2018)

We at St. Peter Catholic Church are pleased to be part of your wedding. This is an exciting and joyful time as you prepare to celebrate the Sacrament of Matrimony. Begin your preparations early, but remember to pay special attention to your spiritual journey. We encourage you to pray together and integrate yourselves into our parish community in a special way during this period. This will help you to build a strong foundation for your married life.

1. SETTING THE WEDDING DATE

The Sacrament of Marriage may be celebrated at St. Peter Church by:

First - “Parishioner”

defined as an individual (or a son/daughter of an individual) who has been a REGISTERED, ACTIVE, and CONTRIBUTING member of St. Peter Church for at least SIX (6) MONTHS prior to the day you contact the Parish Office to request a date.

Second - “Friend of St. Peter”

defined as an individual (or son/daughter of an individual) who has been a registered, contributing member of this organization for at least one year prior to the day you contact the Parish Office to request a wedding date.

Third - “Ancestral Connection”

includes individuals who are former contributing parishioners (or a son/daughter of former contributing parishioner), or individuals who were baptized at St. Peter, or whose parent(s) were baptized or married at St. Peter. This connection to the parish must be verifiable by our records.

Registration for a wedding and the necessary preparation must occur at least NINE (9) months before the wedding date so that all may be completed. Persons previously married or in special circumstances (annulment proceedings, etc.) must be in good standing with the Church in order to schedule a wedding date. Wedding dates will not be scheduled more than 15 months in advance. The church reserves the right to restrict weddings on certain dates.

Registration is made with the Pastor or Parochial Vicar. A final wedding date will not be reserved until the *Wedding Registration* form has been completed. A deposit of 50% of the church fee is due within one week of this meeting. The Pastor (or his delegate) reserves the right to approve all outside providers (e.g. photographer, videographer, florist). Please do NOT sign a binding contract with them BEFORE this initial meeting with the clergy.

Weddings cannot interfere with the regular Mass schedule or other parish events. Due to the 5:00 PM Mass, Saturday weddings may begin no later than 2:30 PM, or may begin at 7:00 PM or later. Weddings are allowed on another day with the Pastor's permission.

The Wedding Rehearsal is usually held the preceding evening, at 5:00 or 5:30 PM. If the officiating minister is not assigned to St. Peter Parish, he must be present for this rehearsal, which lasts approximately 45 minutes. Punctuality is essential for those involved in the rehearsal and the wedding.

2. PRE-MARRIAGE PREPARATION, EDUCATION AND DOCUMENTS

As a bride and groom preparing to enter into a sacramental union, you must attend the pre-marriage programs approved by the Diocese of Memphis. Registration forms for these programs are available in our Parish Office - however it is your responsibility to sign up for the required diocesan program.

Within nine months before the wedding, a member of our parish staff (or officiating minister if not from St. Peter's) will administer a pre-marital inventory entitled FOCCUS. The results of this

instrument are shared with you by a parish minister, or your officiating minister. During your meetings, you will also discuss and plan the wedding liturgy using the booklet *Together for Life*, provided by our parish.

A Baptismal Certificate (dated within 6 months prior to the wedding) is required of Catholics. Christians of other denominations should present a copy of a baptismal record or letter from the church of baptism.

A Marriage License is required by the State of Tennessee. This license is to be given to the officiating minister at the wedding rehearsal. It is unlawful to perform a wedding without this license being in the possession of the minister. [*Please refer to www.shelbycountyttn.gov for Marriage License information.*]

3. CLERGY

The officiating minister is usually the Pastor, Parochial Vicar or Deacon of St. Peter Church. If a couple wishes to invite a family friend or relative who is a Catholic priest or deacon to preside, they are welcome to do so with the Pastor's permission. Please discuss this with the Pastor, Parochial Vicar or Deacon during your initial meeting. Unless other arrangements have been made with one of the priests at St. Peter, it is the responsibility of the officiating minister to see that the pre-marital preparation has been completed and all required forms and paperwork are filed at St. Peter before the wedding rehearsal. If either bride or groom is not Catholic, an ordained minister from her/his Church is welcome to participate in the liturgy, with the permission of the officiating minister. This should be discussed in the initial meeting between the couple and the Pastor or Associate. If a minister of another church does participate in the ceremony, he/she will be contacted by the officiating minister and is also expected to attend the wedding rehearsal.

4. PLANNING THE WEDDING LITURGY

As soon as a wedding date is set: please contact Jane Scharding Smedley at ((901) 527-8282, ext. 15 or mrsjane@stpeterchurch.org) to schedule a meeting. As Director of Music, Jane assists the clergy in planning your wedding liturgy, guides in the selection of music, and helps with many other details. She is responsible for the preparation of all music in the liturgy and will advise on the hiring of other instrumentalists and vocalists, if they are desired. Please meet with her before contracting any other musical personnel.

Music adds greatly to the beauty and joy of the wedding; special care is taken to ensure that it is in keeping with the ritual. Vocal music should speak of the sacramental nature of the marriage covenant. Church rules prohibit secular texts; taped music is not used in Roman Catholic worship.

Fees for musicians are separate from the church fee, and determined partly by musical and liturgical needs of each wedding. These are discussed at the first consultation, and a work sheet will be provided to assist you in estimating costs. (More details on page 4).

5. PARISH WEDDING PARTY COORDINATOR

After your initial meeting with Jane, you will be contacted by our Parish Wedding Party Coordinator, Kacey Greenslade (901-462-7266). She assists with the wedding rehearsal and the liturgy in conjunction with the officiating Minister and the Director of Music, and cares for the needs of the wedding party and families while they are at the church. Her professional expertise is invaluable in the smooth execution of weddings. Her fee is separate (see page 4) and discussed beforehand. It is required that our Parish Wedding Coordinator be used unless other arrangements are made by the Pastor or his delegate.

6. WEDDING PARTY MEMBERS & LITURGICAL MINISTERS

St. Peter Church is a beautiful setting for a wedding liturgy, but is limited in space. Please consider this when choosing members for your wedding party. Children chosen as Flower girls and Ring

bearers should be old enough to participate in the liturgy. Those serving as Lectors, Gift Bearers, trained Eucharistic Ministers, and Altar Servers (aged 10 and older) are expected to attend the wedding rehearsal to prepare for their important roles in the liturgy.

All participants in the liturgy should be mindful of the sacredness of this occasion, not only through their behavior but also in their attire. When choosing a wedding gown and bridesmaid dresses: please remember that the wedding is taking place in a church, in front of a Tabernacle containing the Real Presence of Jesus Christ. Therefore, MODESTY is the key word. Gowns should not be low-cut in front or back. It is preferred that shoulders be covered and the dress length cover the knees.

7. OTHER SERVICES/OUTSIDE PROVIDERS (General information)

BEFORE signing a binding contract with a florist, photographer, or videographer:

The couple must have met with one of the parish clergy. To insure cooperation with parish staff, please inform any outside providers of the information listed below. Give them the appropriate page of directives that follow these Guidelines (pages 5, 6, 7).

FLORIST/DECORATIONS

Elaborate floral arrangements are not necessary in our beautiful sanctuary. Pew nosegays and other wedding decorations must not conflict with the regular parish Mass schedule. If flowers are placed on the High Altar, they are to remain there following the wedding. If desired, Altar flowers may be dedicated in honor or memory of loved ones and this information listed in the Parish Bulletin (indicate this on the *Wedding Registration* form.)

Weddings are discouraged during the penitential season of Lent; when allowed, the decor should reflect the more reserved nature of this period. Altar flowers and other décor must be removed from the church after the wedding.

Weddings celebrated within two (2) weeks after Christmas or after Easter Sunday: the parish altar flowers and other seasonal decorations may NOT be removed. Please remind your florist of this fact if your wedding falls during one of these periods.

Due to the historic nature of the church and potential fire hazard, lighted candles may not be used, with these exceptions:

- the four pavement candles flanking the Front Altar
- the candelabra on the High Altar

Note: the use of a Unity Candle is not permitted at St. Peter Church.

Aisle runners are not permitted as they can cause injury when placed on tile flooring. Tacks, nails or other invasive hardware may not be used to attach decorative items to pews or other church furnishings. Access to pews or aisles of the church may not be blocked off with ribbon or swags as this impedes the movement of people.

The Parish Office is NOT open on Saturdays. Your florist must call 901-527-8282 several days before a wedding to confirm a specific time for delivering flowers to not conflict with other parish events.

PHOTOGRAPHER

Please remember that the church is a sacred place. Photographers must cooperate with our Wedding Party Coordinator and other church staff. Photographs may be taken during the liturgy from the choir-loft or the back of church, but without flash. Flash may be used only as the Bride enters the Church door at the start of the liturgy and as the couple recesses at the end.

Photographs may begin no more than 2 hours prior to the stated wedding time (e.g. pictures may begin at 12:30 for a 2:30 wedding.) Photographs may be taken in church until the prelude music begins (30 minutes prior to the procession). Photographs must be completed within 30 minutes after the liturgy.

Due to the 5:00 PM Mass on Saturday, the church sanctuary is not available 4:15 - 6:00 PM. Other locations may be available during this period for photographs.

VIDEOGRAPHER

The church is a sacred space, not a movie studio. Whether professional or amateur, anyone wishing to videotape in the church sanctuary must abide by these rules:

- Personnel and equipment must not distract from or interfere with the liturgy
- One *attended* camera may be set up in the choir loft, and/or next to the pillar in front pew (on either side)
- One *non-attended* camera may be placed behind the Presider's Chair, but only with the prior permission of the officiating Minister.

Equipment must be in place no less than 45 minutes before the stated time of the liturgy, before the prelude music commences and the seating of guests begins.

The following is NOT allowed:

- any personnel in the Altar area or moving about the sanctuary during the liturgy
- cameras requiring outside cables or external wiring
- equipment needing connection to the church's circuit breaker boxes
- the placement of cables near traffic areas - this is dangerous and unsightly

8. FEES

To cover costs of utilities, maintenance, and the services of an outside security guard:

Parishioners	\$600.00
Friends of St. Peter's	\$1,100.00
Ancestral Connection	\$1,600.00
<u>Chapel</u> (seats 40): Parishioner	\$300.00
Friends/Ancestral	\$800.00

A deposit of 50% is due within a week of registration, with the balance due a minimum of two (2) weeks before the wedding. If the event of a cancellation, the deposit will be returned.

A list of fees for Musician(s) and Wedding Party Coordinator (see above, Nos. 4 and 5) will be sent to the couple no less than two (2) weeks prior to the wedding by Jane Scharding Smedley. Musicians' fees are partially based on repertoire chosen and preparation time required; they may range \$250.00-\$400.00. The Wedding Party Coordinator's fee is partially based on size of wedding party, type of liturgy, and if a guest Minister or guest Organist is involved; this fee may range \$250.00-\$350.00.

It is customary to give a stipend to the officiating Minister; an amount of \$250.00 is suggested.

9. MISCELLANEOUS

- Dropping flower petals, throwing rice, birdseed, confetti, or blowing of bubbles is not allowed on church property to avoid injury or damage to facilities.
- Alcoholic beverages are not allowed on church premises prior to or during a wedding liturgy.
- Smoking is not permitted inside any church facility.
- Nursery facilities are not available. However, parents are welcome to sit with their child in the nearby Choir Room, if needed, during the wedding. Children must be supervised at all times.
- For security reasons, do not leave any possessions visible inside cars.
- Parking: Information is found at: <http://www.stpeterchurch.org/parking-at-st-peter/>

It is the hope of the clergy, staff, and parish family of St. Peter Church that you and your family have a wonderful and joyful celebration in the oldest Roman Catholic Church in West Tennessee.

Bride/Groom are responsible for conveying this page to the appropriate party

ST. PETER CHURCH
DIRECTIVES FOR WEDDING PHOTOGRAPHERS

Wedding of _____

Date/Time of Wedding Liturgy_____

Photographers are welcome to record the celebration of a marriage at St. Peter Church. To insure smooth cooperation with the Parish Staff as well as display respect for sacramental events held in a holy place, all photographers, whether professional or amateur, are asked to observe the following directives.

The taking of photographs must not conflict with the regular Mass schedule or other parish functions. If you have any questions that are not covered below, please contact the Parish Office at 901-527-8282.

For weddings scheduled during the day:

Photographs may be taken in the church sanctuary for up to 2 hours BEFORE the prelude music begins (30 minutes before the stated time of the wedding). For example, if a wedding begins at 2:30 PM, photographs may begin no earlier than 12:30 (unless this conflicts with other parish events or liturgies).

For weddings scheduled on Saturday evening:

Due to the 5:00 PM Saturday Mass, the church sanctuary is not available 4:15 to 6:00 PM. Photographs may be taken following the conclusion of this Mass (usually 6:00 PM) and continue until 30 minutes before the stated time of the wedding, when the Prelude Music commences.

During the Saturday 5:00 PM Mass, photographs may be taken outside the church or in areas of the facility not being used for other functions. Our Parish Wedding Coordinator or Director of Music can advise.

Photographs DURING the wedding liturgy:

can be taken ONLY from the Choir Loft or back of church.

No flash is permitted during the liturgy - this includes light-reflecting umbrellas.

Flash may be used only:

- as the Bride enters the Church door at the start of the liturgy
- as the couple recesses at the end of the liturgy

Photographers may not walk around inside the church, or approach the Altar area during the liturgy.

While in the Choir Loft, please follow any directions given by the Director of Music.

- Excessive movement, noise or talking is not allowed - this is distracting to the musicians.
- Do not photograph musicians WHILE they are performing, but before or after the Liturgy.

Photographs following the wedding:

MUST BE COMPLETED WITHIN 30 MINUTES OF THE CONCLUSION OF THE LITURGY.

If you have never photographed a wedding at St. Peter Church, or have any questions regarding the above, please contact Jane Scharding Smedley: 901-527-8282, ext. 15.

Bride/Groom are responsible for conveying this page to the appropriate party

ST. PETER CHURCH
DIRECTIVES FOR WEDDING VIDEOGRAPHERS

Wedding of _____

Date/Time of Wedding Liturgy _____

Videographers are welcome to record the celebration of a marriage at St. Peter Church. Taping can not conflict with the regular Mass schedule or other parish functions. To insure smooth cooperation with the Parish Staff as well as display respect for sacramental events held in a holy place, all videographers, whether professional or amateur, are asked to observe the following directives.

For weddings scheduled during the day (2:30 or earlier):

Taping may take place in the church up to 2 hours BEFORE the prelude music and seating of guests begin (30 minutes before the stated time of the wedding).

For weddings scheduled on Saturday evening:

Due to the 5:00 PM Mass, the church is not available between 4:15 and 6:00 PM. Taping may be done following the conclusion of the 5:00 PM Mass (usually 6:05 PM) and continue until 30 minutes before the stated time of the wedding, when the prelude music and seating of guests begin. During the 5:00 PM Mass, videotaping may be done outside the church or in other areas of the parish facility not being used for another function. Our Parish Wedding Coordinator will advise you on this.

Taping during the wedding liturgy:

Personnel should be appropriately attired for worship. Equipment can not distract or interfere with the liturgy and must be in place 45 minutes before the stated time of the wedding - before prelude music and seating of guests begins.

Taping from the Choir Loft:

Excessive movement, talking, or taping of musical personnel during the liturgy is not permitted as it is distracting to the musicians and their performance during worship.

The following is allowed:

- One attended camera positioned in the choir loft as permitted by the Organist
- One attended camera set up next to the pillar in the front pew

The following is NOT allowed:

- Personnel in the Altar area or moving in the sanctuary during the liturgy
- Artificial lighting during the liturgy, including the use of light-reflecting umbrellas.
- Cameras requiring outside cables or external wiring
- Equipment needing connection to the church's circuit breaker boxes
- Placement of cables near traffic areas - this is dangerous and unsightly

Taping following the wedding:

must be completed within 30 minutes of the conclusion of the liturgy, and all equipment removed from the church facilities.

If you have never videotaped a wedding at Saint Peter Church, or have any questions regarding the above, contact Jane Scharding Smedley: 527-8282, ext. 15.

Bride/Groom are responsible for conveying this page to the appropriate party

ST. PETER CHURCH
DIRECTIVES FOR WEDDING FLORISTS

Wedding of _____

Date/Time of Wedding Liturgy _____

Florists are welcome to enhance the celebration of a marriage at St. Peter Church. Placement of flowers and other decorating activities may not conflict with the regular Mass schedule or other parish functions. To insure smooth cooperation with the Parish Staff and show respect for sacramental events held in a holy place, florists (whether professional or amateur) are asked to observe the following directives:

- Florist may arrange flowers in their own containers
- Various urns are available – please inquire at 527-8282
- Elaborate floral arrangements are not necessary
- Pew nosegays and decorations must not conflict with Masses
- Altar flowers are to be left in church following the wedding
- Aisle runners are not allowed
- Tacks, nails or other hardware that can cause damage can not be used to attach decorative items to pews, church doors or other furnishings
- Access to pews or aisles may not be blocked with ribbon or swags as this impedes the movement of the Congregation
- Rose petals or other materials may not be dropped on the church aisle by flower-girls

Weddings are customarily discouraged during the penitential season of Lent. When allowed, the decor should reflect the more reserved nature of this period.

If your wedding is scheduled within two weeks after Christmas or Easter Sunday:

Please note that the parish altar flowers and other decor may NOT be removed.

The couple and/or florist should discuss options with the Pastor and/or Jane on the Parish Staff.

Due to the historic nature of the church and potential fire hazard, lighted candles may not be used, *with these exceptions:*

- the four pavement candles flanking the Front Altar
- the candelabra on the High Altar

Note: the use of a Unity Candle is not permitted at St. Peter Church.

Delivery of Flowers to the Church:

The Parish Office is not open on Saturdays, so a specific time for flower delivery must be arranged in advance. Florists should call the Parish Office (527-8282) during the week preceding the wedding to arrange a delivery time that will not conflict with other parish functions.

If you have questions not addressed above, or have never provided wedding flowers at St. Peter Church, please contact Jane Scharding Smedley: 527-8282, ext. 15.

PARKING INFORMATION

Parking at St. Peter can be tricky because we do not have our own parking lot, and we appreciate your patience. Please see below for parking details.

If you have any questions, please contact the church office at 901-527-8282 or secretary@stpeterchurch.org.

Weekends:

- **Free Parking:** Parking in the lot across the street (Secure Parking, 201 Adams) is free for weekend church events (Mass, weddings, baptisms). Parking meters across the street from the church are free on weekends.
- **Parking in front of the church/parish office during Mass** is reserved for those with disabilities.
- A security guard is available during all weekend Masses. Please ask him/her if you are unsure of where to park.
- **Restricted parking:** Do not park in the “City of Memphis” lot on Adams or the “Central Parking” lot between Adams and Washington (unless you pay the appropriate amount). Parishioners have had their cars ticketed and booted.

Weekdays – Daytime:

- **Free Parking:** In front of the parish office. (Signs say “reserved for pastor and staff”) Note: You must have a pass from the church office on your dashboard. (Cars without the pass may be ticketed.)
- **Parking Meters:** Available across the street from St. Peter. \$1.25 per hour, 8 a.m. to 6 p.m.
- **Secure Parking Lot (201 Adams):** Parking is \$5/day. If you are attending daily Mass, please let the attendant know and you will receive the \$3 Daily Mass rate.

Weekdays – Evenings:

- **Free Parking:** Parking in the lot across the street (Secure Parking, 201 Adams) is free for church events in the evening.
- Parking meters are free after 6 p.m.
- Parking in front of the parish office (signs say “reserved for pastor and staff”) is free also.