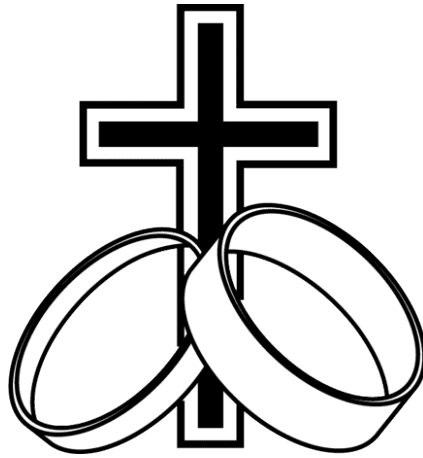


SAINT BERNADETTE CATHOLIC CHURCH

WEDDING POLICIES AND PROCEDURES

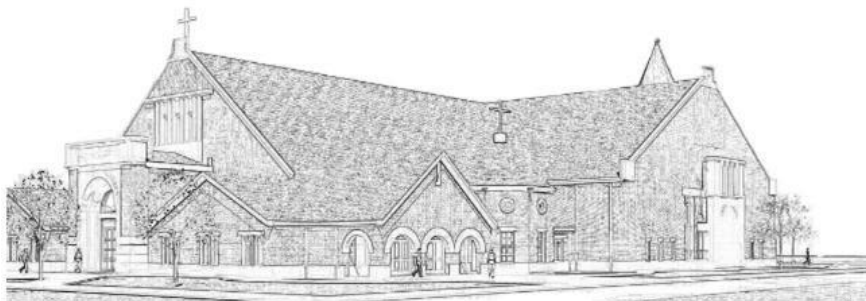


Church Parish Office
(502) 425-2210
www.stb2008.org

Rev. Jeff Nicolas, Pastor
frnicolas@stb2008.org
(502) 815-3107

Kelley Magnuson, Assistant Director of Worship and Music
kelleym@stb2008.org
(502) 815-3112

Ann Reynolds, Volunteer Wedding Coordinator
annrey07@gmail.com
(502) 741-0511



We celebrate your upcoming sacrament with you

A wedding is a very important moment in the lives of every couple. It is the time when they publicly state their life-long marriage vows before God and the Church. This action is blessed by God and is a sacrament of His unconditional, permanent, and faithful love. Marriage is sacred. We hope these guidelines will help you in planning a ceremony that is inspiring and will be a source of grace throughout your life together.

GENERAL POLICIES AND PROCEDURES

1. **CONTACT AT LEAST 6 MONTHS OUT:** Couples who wish to be married at Saint Bernadette should contact the parish office no less than 6 months before the proposed wedding date. Registered parishioners of Saint Bernadette need to make an appointment with the pastoral staff through the Assistant Director of Worship and Music to discuss marriage preparation, stipend schedules, and available dates.
2. **FREEDOM TO MARRY:** In order to reserve the church, you must be free to marry according to the laws of the Church. If you are unsure what this means, please contact a priest before requesting a date.
3. **LOCATION, DAY, TIME:** Weddings can be held in the main church as well as the Day Chapel. Weddings are celebrated on Saturdays at 1:30pm or Friday nights between 5:00-7:00pm. There are no Saturday evening weddings at Saint Bernadette. ***The church is available for set-up and picture taking 2 hours prior to the wedding and must be concluded and cleaned up half an hour after the wedding.***
4. **REHEARSALS:** Rehearsals are scheduled at the availability of the church and last approximately 1 hour. The Parish Wedding Coordinator will conduct the rehearsal. Visiting clergy are encouraged to attend rehearsals to familiarize themselves with the worship space and the policies of Saint Bernadette. All members of the wedding party and liturgical ministers (readers) should plan to attend. ***The marriage license should be brought to the rehearsal at the latest, so that the presider can ensure its completion.***
5. **NON-CATHOLIC:** When one of the parties is not Roman Catholic, the Rite for Celebrating Marriage Without Mass is used so that all may comfortably participate. Eucharist will not be distributed.
6. **CEREMONY PREP:** The Assistant Director of Worship and Music will assist you in your liturgical preparation. If you have hired a wedding planner to help you, please understand that the Saint Bernadette wedding team will coordinate the liturgical preparation, the rehearsal, and the celebration of the liturgy.
7. **MUSICIANS:** The Assistant Director of Worship and Music must approve all musicians. Most weddings have a pianist/organist and a cantor. You will be given contact information for parish musicians. Parish musicians are recommended because they understand what is required during a Mass, have a wide repertoire, and work well together. We recommend that you contact them 6 months prior to the wedding date. ***The fee for musicians should be discussed with the individual musician and paid to them prior to the wedding.***

Requests for specific cantors or additional musicians should be made as soon as possible, but no later than 6 months before the date of the wedding. A guest soloist may sing during the Prelude portion of your liturgy; their music selections must be approved.

8. **MUSIC CHOICES:** You should contact the Assistant Director of Worship and Music six months before the wedding ceremony to discuss your music options, and you will meet at least three months before the wedding to finalize the music selections. All music selections must be approved, including any special prelude pieces.
9. **ITEMS NOT ALLOWED:** Rice, birdseed, confetti, glitter, flower petals and balloons are not allowed in the church or anywhere on the parish grounds. Flower girls may carry flowers but may not drop petals on the floor. Use of an aisle runner is not permitted because it is a tripping hazard, especially for the elderly and women in high heels.
8. **NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS:** They are not permitted on the Saint Bernadette campus property – indoors or outdoors. All parish buildings are smoke free.
9. **APPROPRIATE CLOTHING:** All members of the wedding party should be dressed appropriately for a Mass setting in church. Please ensure that modesty is kept in mind regarding skin exposure and fitting of clothing. Consider using a shawl for bridesmaids, if necessary. If you are unsure about the choice of clothing, please consult with the Assistant Director of Worship and Music.
10. **BRIDAL ROOM:** Saint Bernadette has a small bride's room available in the Narthex. We require that all hair and makeup be done before arriving at Saint Bernadette. Public restrooms may be used for last-minute touch-ups. A room off the Narthex will be designated for the groom/groomsmen.
11. **CLEAN UP:** You are required to clean up any areas used, including the church and rooms used by the bridal party. Anything brought into the church should be taken out. Designate a person to do this. All items you wish to keep must be removed from the church immediately following the wedding. At no time before, during, or after the wedding is Saint Bernadette responsible for articles brought into the church.
12. **WORSHIP AIDS:** They are required as they assist in active participation by the assembly. The Assistant Director of Worship and Music will assist you in the design and printing of the Worship Aid.

FAITH FORMATION PREPARATION

The Archdiocese of Louisville requires a 6-month preparation period for couples seeking marriage. At Saint Bernadette, marriage preparation usually includes 3-4 meetings with a Saint Bernadette Sponsor Couple for completion of the FOCCUS Instrument (pre-marriage inventory). The FOCCUS covers many areas of communication, personal history, and decisions within a person's and a couple's life. The acronym stands for **F**acilitating **O**pen **C**ouple **C**ommunication, **U**nderstanding and **S**tudy.

Couples may also choose to attend a Diocesan sponsored Foundation for Marriage class (one Saturday) or a Diocesan Engaged Encounter Weekend.

Copies of baptism certificates must also be obtained by Saint Bernadette staff from your church of baptism. Those baptized in another faith tradition should provide a copy of their certificate. Catholics marrying a non-baptized person will need a Matrimonial Dispensation. The dispensation can be arranged by your presider.

ADDITIONAL POLICIES

Appropriate Music

Saint Bernadette upholds the Roman Catholic Church's guidelines regarding appropriate music for all liturgical celebrations. All texts must be suitable for use in the liturgy, are to be God-centered (sacred) and be free of associations which render them inappropriate. Any secular music can be played at the wedding reception. No recorded music or accompaniment tapes may be used at the wedding liturgy.

Liturgical Environment

Saint Bernadette is a place of dignity and prayer. We ask that you, the wedding party, and your guests respect the church and all other properties. (Please note, chewing gum in church is not appropriate.) Since the Roman Catholic Church follows a liturgical calendar, there will be certain liturgical symbols and decorations during the course of the church year (e.g., Advent, Christmas, Lent, and Easter). The existing environment will not be changed or removed for weddings.

Policies for the Florist

- Flowers cannot be delivered until 2 hours before the wedding.
- All flowers/decorations must be removed immediately following the liturgy.
- Any flowers/decorations should focus on the sacramental action of your vows. Here are some examples:
 - Two vases of flowers on either side of the crucifix, on pedestals. Pedestals may be available for use.
 - Bows may be attached to the pews with ribbon, pipe cleaners, or elastic. No tape or pins may be used.
 - No decorations may be infused with glitter.

Policies for the Photographer/Videographer

- They must check in with the Parish Wedding Coordinator upon arrival for directions. They are not permitted to approach the front of the church beyond the halfway point during the liturgy.
- Drones are not permitted in the church.
- The Church will be available for photos 2 hours before the wedding. Pictures taken inside after the wedding must be finished within 30 minutes. Pre-wedding pictures are encouraged.
- Tape is not to be used on the pews, walls, floors, or doors.
- The liturgical environment is not to be altered in order to accommodate photography or videography. No liturgical furnishings, (e.g. candles, chairs, etc.), are to be moved.
- The use of flash photography during any liturgical celebration, including weddings, is prohibited.

Having received and read the Wedding Policies and Procedures of Saint Bernadette Catholic Church, we acknowledge that we understand and will adhere to the policies and procedures.

Signature of Bride _____ **Date** _____

Signature of Groom _____ **Date** _____

Saint Bernadette Catholic Church

Wedding Stipend Intention Form

It is traditional that an offering (stipend) be given to the parish in recognition of the expense of operations of the church facility during a wedding. This gift is not a fee but a sign of appreciation for being able to use the church outside of regular services and is often in the range of \$300-\$500. No one is refused the sacrament based on their inability to offer a stipend. If this is a concern, please discuss it with the pastor.

Name of Couple: _____

Wedding Date: _____

We plan to offer a stipend of \$ _____ to the church.

_____ We will make a gift in the amount of _____ now.

OR

_____ We will make a gift of _____ now - and a balance gift of _____ later.

OR

_____ We need to talk with the pastor more about this.

Please make checks payable to Saint Bernadette Catholic Church and write "Wedding Stipend" in notation.

Bring to the church parish office, mail to Saint Bernadette Church, or drop in the Mass Collection basket with this form.

6500 Saint Bernadette Avenue, Prospect, KY 40059

Thank you for your donation.

Additional Financial Considerations

- **MUSICIANS:** Most weddings have a pianist/organist and a cantor. Their fees are determined individually and are not part of the church stipend. This should be discussed with the individual musician and paid to them prior to the wedding.
- **PRESIDER:** A gift to the presider is optional. His service is rendered as an important part of his ministry to the parish. If you choose to give a gift, it is typically equal to what you might spend on a family member for a birthday gift.
- **WEDDING COORDINATOR:** please consider giving a gift to the volunteer in-house coordinator.