

*Saint Andrew + Saint Elizabeth Ann Seton + Saint Veronica*

*Parish Family*

## ***Holy Matrimony Policies***

*Revised January 4, 2024*



*The Church shares in your joy and warmly welcomes you,  
Together with your family and friends. That on your wedding  
day, in the presence of God our Father, you establish  
between yourselves a lifelong partnership.*

*May the Lord hear you on the joyful day.  
May He send you help from heaven and protect you.  
May he grant you your hearts' desire and fulfill every one of  
your prayers.*

*-The Order of Celebrating Matrimony*

*Saint Andrew + Saint Elizabeth Ann Seton + Saint Veronica*  
*Parish Family*

## **Marriage Policies**

*Revised 19 December 2023*

Congratulations on your recent engagement! We celebrate that God has brought the two of you to this moment in your lives and pray that this time of preparation will be one of grace, peace, and joy for you and your families.

This wedding policy will assist you in your planning. If you have any questions that are not answered within these pages, please contact the parish office where your wedding will take place.

1. Registered members who have been active parishioners of Saint Andrew, Saint Elizabeth Ann Seton, or Saint Veronica, (*here forward referred to as Parish Family*) for a period of at least one year may reserve the church for your wedding.

Our *Parish Family* welcomes Catholics living within the parish boundaries to marry in their respective church. The availability of the church for non-members is dependent upon the approval of the pastor.

2. The fee associated with celebrating a wedding at any of our *Parish Family* locations is \$500.00. The fee includes the use of the church and any facilities directly connected to the church, the assistance of a wedding coordinator/sacristan, cantor and any cost associated with Engaged Encounter. *The fee can be reduced or waived by the parish, but it is expected that the other aspects of the wedding reflect the financial need. (e.g., simple reception, attire, etc.).*

3. 50% of the total fee, (**\$250.00 non-refundable deposit**) is paid when the wedding date is confirmed. The remaining balance is paid at least two weeks before the scheduled date. Checks should be made payable to Saint Andrew, Saint Elizabeth Ann Seton, or Saint Veronica.

4. A confirmation of the wedding date will be made only after meeting with the priest/deacon who will be preparing you.

## *Scheduling Your Wedding*

5. Weddings may be scheduled for Saturday afternoons or Saturday evenings at all three church locations. Please check the time availability for the location where your wedding is scheduled. (If you desire a Friday evening wedding, please contact parish office for further information.)

6. Our **Parish Family** celebrates *Vigil Mass and Sacrament of Reconciliation* on Saturday at all three locations. All activities in the church proper (photography, removal of decorations, flowers, etc.) must be completed 30 minutes prior to the scheduled time of Reconciliation. Please make note of these limitations when scheduling the wedding.

7. The use of the main church earlier than 30 minutes prior to the starting time of the ceremony or Mass must be arranged with the wedding coordinator/sacristan in advance. If your request for more time is approved, the amount of time allowed will be determined by availability on the parish calendar.

8. The archdiocese requires that your wedding be scheduled at least six months before the actual date. Our **Parish Family** wedding schedule can fill quickly. It is suggested that you book your wedding at least one year in advance. To make arrangements, contact the parish office location where your wedding will take place, or the priest /deacon who will be doing wedding preparation with you.

9. The parish office will ask for some preliminary information and check on the availability of the date and time that you request. Once it has been determined that the date you are requesting is available, you must provide the following items before the date can be confirmed and placed on the calendar:

a. If either one or both Catholic parties are non-registered members of our **Parish Family**, a letter of permission from the Pastor of the bride's and groom's home parishes giving permission for the marriage to be celebrated at our **Parish Family** is required.

b. The name of the priest/deacon [if not on staff with our **Parish Family**] who will instruct and officiate. If the engaged couple does not have a priest or deacon to prepare them, we will assign a priest/deacon to prepare them and preside at the wedding. When a deacon officiates at a wedding, the Rite of Marriage within a Liturgy of the Word is celebrated (*could be a priest as well*). It is a Catholic wedding, but without Mass and Holy Communion.

c. The \$250.00 non-refundable deposit.

d. The signed Agreement Form-included with this policy packet-acknowledging that you have read thoroughly the Holy Matrimony Policies and that you agree to abide by them without exception.

10. Once the items in Paragraphs 11a-d are collected and given to the priest/deacon preparing you for marriage and the date has been confirmed, you should begin meeting with him for marriage preparation and instructions.

### *Wedding Rehearsals*

11. Rehearsal times are assigned after your wedding date is confirmed on the parish calendar. The following schedule will determine rehearsal assignments:

Friday evening weddings	6:00 PM on Thursday
Saturday afternoon weddings	5:00 PM on Friday*
Saturday evening weddings	6:00 PM on Friday*

*Times may vary depending on the church location.*

\*If a Friday evening wedding is scheduled, all rehearsals for Saturday wedding will be on Thursday. If two weddings are scheduled for Saturday, rehearsal time is 5:00 PM for the first scheduled and 6:00 PM for the second.

12. All rehearsals will begin at the scheduled time (whether or not all participants have arrived). One hour is allotted for rehearsal. Please instruct everyone to arrive 15 minutes early. The wedding coordinator/sacristan is in charge of directing the rehearsal. The wedding presider may be present if available. Professional wedding planners/coordinators are not permitted to direct the rehearsal or actual wedding ceremony. The couple should discuss all logistical details ahead of time with the wedding coordinator/sacristan (including where family members will sit). This will allow the rehearsal to proceed in a timely manner. *Please remind the wedding party that the rehearsal takes place in our church, our sacred space. Please maintain a sense of sacredness by dressing appropriately. Drinks or food are not permitted in the church during rehearsal or the wedding liturgy itself.*

### *Marriage Preparation*

13. As part of the instruction process, you will be asked to do "FOCCUS" ("Facilitating Open Couple Communication Understanding and Study"), a professional evaluation tool designed to highlight strengths and weaknesses in your relationship so that life issues and concerns can be addressed and openly discussed before marriage. FOCCUS is completed online.

14. The instruction process typically happens during three meetings with the priest/deacon who prepares the couple for the sacrament of marriage according to the guidelines established by the Archdiocese of Cincinnati. Additionally, the couple must participate in either Engaged Encounter or the Archdiocese Genesis retreat. The parish will pay/reimburse for an Engaged Encounter weekend. When meeting with the priest/deacon during wedding preparation, please give the following items to them:

a. A current copy of the Baptismal certificates for both of you, whether Catholic or Protestant. For a Catholic, contact the church where the baptism took place. If the church no longer exists, contact the chancery office of the diocese (*for the Archdiocese of Cincinnati, 513-263-3344 or email to [chancellor@catholicaoc.org](mailto:chancellor@catholicaoc.org)*) When requesting a certificate, give your name, your

birth date, and the approximate year of your baptism. For a Protestant certificate, a xeroxed copy is acceptable. If one of the parties is not baptized, your priest or deacon will take care of obtaining the proper dispensation. Do not mail the certificates directly to one of our **Parish Family** offices. Instead, give them to the priest or deacon who is preparing you for marriage. A Catholic baptismal certificate should be dated no more than six months before the date of your wedding. If no baptismal certificate is available for a baptized non-Catholic, a signed statement by someone who was present at the baptism-stating the date, the name of the church and place of baptism is needed. If either the bride or groom has not been baptized, your priest or deacon will have to get a special dispensation for the marriage.

b. Documentation that you have participated in a marriage preparation program, had individual instruction, or attended a Pre-Cana workshop or Engaged Encounter weekend.

c. Though not part of the actual instruction process, you will need to bring a civil marriage license from any Ohio county of residence to the rehearsal. (For more information about Clermont County license requirements, call 513-732-7243).

15. Several months before your wedding, your priest/deacon will discuss with you the details of your wedding liturgy. If either the bride or groom is not Roman Catholic, your ceremony will be a Liturgy of the Word outside of Mass.

### *Music Guidelines*

16. Before planning any music or engaging musicians, please contact the Music Director of the church where your wedding will take place. The parish Music Director is responsible for approving all music that is performed in church before, during, and after the ceremony.

An outside organist or pianist is permitted but must be approved by one of our music directors. Any outside vocalist or other musicians must be utilized in conjunction with the services of the Music Director and must be approved in advance by the Music Director. The Music Directors for the **Parish Family** along with email contact are:

Saint Elizabeth Ann Seton - Barb Blasch  
([barbarabensonblasch@gmail.com](mailto:barbarabensonblasch@gmail.com)) or phone: 513-575-0119

Saint Veronica Cam - Paul Bresciani  
([pbresciani@stveronica.com](mailto:pbresciani@stveronica.com)) or phone: 513-528-1622

Saint Andrew - Dovile Krempasky

(dovile.krempasky@gmail.com) or phone: 513-831-3353

17. Three or four months before the wedding, please schedule an appointment with the Music Director to plan music selections for the ceremony.

18. **Music:** In keeping with the music guidelines of the Archdiocese of Cincinnati. Our Parish Family requires that all song selections be chosen from a repertoire of sacred and liturgical music. Sacred music may be chosen as selections before or after the ceremony. Only liturgical music should be chosen for the ceremony. Music must in its text, clearly referred to God by name in a significant way, quoting scripture. Popular songs that happen to mention God in an incidental manner do not qualify as sacred music. Secular or popular songs, therefore, are not allowed before, during or after the ceremony, and should not be requested. This applies even if the songs could be played as an instrumental only. Some pieces may be objectionable on the basis of their musical style if they are considered to be in conflict with the dignity of the Sacrament and the house of God. You are welcome to suggest music of your own choosing. Our Parish Family Music Directors will guide you with suggestions for traditional and contemporary music.

19. **Vocalists:** If a vocalist is desired, we strongly recommend that a cantor/vocalist from one of the *Parish Family* choirs lead the singing before and during the wedding because they are familiar with Catholic liturgical music guidelines. All our cantors have well-trained voices which add to the beauty of the liturgical prayer. Parish vocalist/cantors will be paid from wedding fees. If you desire to bring your own vocalist, the Music Director must approve your choice prior to the wedding. If an outside vocalist is used, the cost for that vocalist is paid for by you not the church. Also, a list of songs in that person's repertoire must be obtained before the music planning session. Rehearsal time with any vocalist occurs within the hour before the wedding since it is assumed that the vocalist (or instrumentalist) is familiar with all music before arriving. The Music Directors are not responsible for teaching songs to the vocalist prior to the wedding day.

20. **Instruments** Our *Parish Family* has very fine instruments at all three campuses. Other instruments are welcome such as trumpets, violins, flutes, guitars, harps, etc. however approval for their use must be acquired from the Music Directors. *The use of recorded music at any time is not permitted.*

21. **Music Fees** Musician fees for the Music Director are not included in the wedding fees, they are agreed upon directly with them. Any additional musicians hired require separate remuneration by the wedding couple.

22. **Liturgical Aids / Programs** All programs must be approved by Music Directors.



### *Miscellaneous items*

23. If either the bride or groom is non-Catholic, a non-Catholic minister may be invited to participate in the wedding. Please notify the priest/deacon who is preparing you for marriage of the non-Catholic cleric who might be participating in the ceremony.
24. The parish wedding coordinator/sacristan will be on hand for both rehearsal and the wedding. They will assist the wedding party and will oversee that all policies for the facility are observed. Please call the parish office for contact information of the wedding coordinator.
25. Our **Parish Family** typically does not provide liturgical ministers (e.g. servers, readers, or Communion distributors) for weddings. If liturgical ministers are needed, it is your responsibility to provide individuals who have been trained for that ministry. If parish servers are requested, a monetary gift to the servers is appropriate.
26. Photographs may be taken in church following the conclusion of the ceremony or Mass.
27. Designated areas for the bride and her attendants to dress in may be provided upon request. Please note that our three campuses have different designated areas. The arrangement to use these areas for dressing must be made ahead of time. It is expected that the wedding party return these areas in the orderly condition in which they found them. Please do not arrive any earlier than 90 minutes before the scheduled time of any wedding.  
Note: This arrival time does not grant access to the church proper, only to the designated area used for dressing.
28. Everyone in the wedding party is expected to be fully sober before arriving at church. Alcohol may not be consumed on church property or the parking lot before or after the wedding. The bride and groom must be sober for the marriage to be valid since you are making a binding commitment. The presider reserves the right to postpone the ceremony if it is clear that people have been drinking. No food or drink is permitted in the church itself.
29. In the interest of protecting our environment, the cleanliness of our church facilities, and for various other reasons, there will be no use of rice, birdseed, confetti, flower petals or similar substances before or after the ceremony at all three campus locations.
30. The ceremony takes place in a sacred space and focuses on the sacramentality of marriage. **No** wagons, carts, or other children's vehicles or signs are permitted as part

of the Eucharist or ceremony. No pets.

31. The official record of your marriage will be kept at the church location where the marriage takes place.
32. Please designate someone to be responsible for removing programs and any other items that may have been left behind in the church by your guests.
33. Parking: The Saint Elizabeth Ann Seton and Saint Veronica campuses have ample parking adjacent to the churches. Saint Andrew has parking behind the church, along Main Street, and across the street at the parish office building.
34. Programs/Worship Aids: The music directors and or deacon will assist you with proper wording in order of the ceremony.
35. It is imperative that you bring the civil marriage license to the rehearsal and give it to the presider or wedding coordinator/sacristan. The wedding cannot take place without the presence of the license.
36. Live streaming of the wedding ceremony is available upon request. Please contact the parish office at the location where your wedding will take place to schedule the live stream. Our office numbers are:

Saint Andrew - 513-831-3353. Saint Elizabeth Ann Seton - 513-575-0119

Saint Veronica - 513-528-1622

*Please Note*

Please know that you remain in our prayers, not just as the presider of your ceremony, but of the entire community of Saint Andrew, Saint Elizabeth Ann Seton, and Saint , Veronica,, our **Parish Family**. May God, who has begun the good work in you, bring it to fulfillment as you live out your married life.

*Saint Andrew + St. Elizabeth Ann Seton + Saint Veronica*  
*Parish Family*

*Flowers and Decoration Policies*

Couple's Names .....

Wedding Date \_\_\_\_\_

1. Because of the size of our sanctuary and aisles, elaborate floral displays are discouraged. If decorations are placed on the ends of the pews, they must be attached without the use of tape or tacks. Aisle candles are not permitted. The wedding coordinator/sacristan must approve any departure from these guidelines.
2. Candelabras are not permitted in the sanctuary.
3. Sanctuary furniture, decorations, and flowers may not be moved by the florist or family. Seasonal decorations (Advent, Christmas, Lent, Easter) provided by the parish are integral to the parish liturgical celebration and must not be moved by the florist.
4. Flowers may be placed in the sanctuary, but at no time may flowers or decorations be placed on the altar itself.
5. We do not have proper facilities to store flowers, ferns, palms, etc. before the wedding. Therefore, please do not bring items until they can be set up for the ceremony. Floral set up time may vary with the different campuses, please call parish offices to prearrange set-up time.
6. "Our Parish Family" campuses are not responsible for any floral or rented items left in the building after the wedding.
7. The use of an aisle runner is prohibited.
8. All aisle decorations must be removed immediately after the ceremony. Please be sure that your florist or the ushers are alerted to take care of this. We cannot be responsible for decorations that are left in the church.

*Saint Andrew + St. Elizabeth Ann Seton + Saint Veronica  
Parish Family*

*Photographer/Videographer Policies*

,

Couple's Names \_\_\_\_\_

Wedding Date \_\_\_\_\_

To maintain the dignity and the solemnity of the wedding liturgy  
photographers/videographers are required to adhere to the following policies:

1. Photographs may be taken in the church or on the premises prior to the wedding provided the wedding coordinator/sacristan is notified in advance. Permission cannot be presumed.
2. Before a Friday evening or Saturday afternoon wedding, pictures may be taken in the church sanctuary provided there are no other activities in the church. Permission for this must be obtained by the couple from the wedding coordinator/sacristan prior to the wedding date.
3. If there is a prior mass, photographers may not set up any equipment in the church or vestibule/narthex until that Mass is over. Please do not drop off any equipment that will need to be stored anywhere on the church premises. The church assumes no responsibility for damage to photography equipment.
4. Flash pictures are permitted only during the processional and recessional. At no other time during the ceremony will flash be allowed. During the ceremony itself, all extra lighting is prohibited. Photographer/videography must use existing light.
5. Photographs may be taken from the side aisle and from the rear of the church. The photographer is permitted to be in the center aisle, no further than 50% of its length, during the processional and recessional. Otherwise, all aisles must remain clear of any obstruction in photographic equipment.
6. Photographers may not enter the sanctuary at any time during the wedding liturgy. Remote cameras/microphones are not permitted in the sanctuary.
7. The sacristy, i.e. clergy vesting area, is not available for photography session before, during or after the wedding.
8. At Saturday afternoon weddings, picture taking must end 30 minutes before the regularly

scheduled confessions and vigil Mass. For Friday or evening weddings pictures must end 30 minutes after the end of the ceremony.

9. For the videographer: with the exception of an electrical extension cord, no cables of any type may be used. Also, no extra lighting may be used. Presiders (priests/deacons) do not wear extra microphones for video recordings.
10. Video cameras may be used only from the side or rear isles of the church. Permission to take video from other areas must be obtained from the presider or wedding coordinator/sacristan.
11. Sanctuary furniture, decorations, or flowers may not be moved by the photographer/videographer or family. Seasonal decorations (Advent, Christmas, Lent, Easter) provided by the parish are integral to the parish liturgical celebration and must not be moved by the photographer/videographer.
12. The photographer/videographer is asked to introduce himself/herself to the priest or deacon before the wedding and ask for any final instructions or clarifications.
13. It is important to remember the church is a sacred place and everything the photographer does should reflect reverence for our church in the wedding liturgy. As a guest for the wedding he/ she must respect and honor these policies in our customs.
14. Because the altar, ambo (lectern) and baptismal font are sacred objects, no supplies may be placed upon them.

*Saint Andrew + St. Elizabeth Ann Seton + Saint Veronica*  
*Parish Family*

*Agreement*

1. We have received and read thoroughly these wedding policy/guidelines and agree to abide by the rules and regulations contained therein.
2. We are aware of all considerations involved for the use of the facilities. Any additional requests must be made in writing and directed to the parish office. We understand that the "***Family of Parishes***" are in no way obligated to grant any exceptions to the established guidelines.
3. We will provide a nonrefundable deposit of \$250 at the time of the initial booking, and the remaining payment will reach the parish office no later than two weeks before the scheduled date of the wedding.
4. We will use the services of the parish music directors/organist and we understand that no exception for May to this policy.
5. We understand that on the day of the wedding the parish wedding coordinator / sacristan serves as a representative of the parish to ensure that all policies for the use of the building or strictly observed.

---

Bride's Name (please print)

---

Signature of Bride

---

Date Signed

---

Groom's Name (please print)

---

Signature of Groom

---

Date Signed

---

Date of Wedding

---

Time of Wedding