

St. John the Apostle Wedding Agreement

Setting a Wedding Date

Congratulations: St. John the Apostle Catholic Church rejoices with you in engagement and approaching the church to celebrate this sacrament.

Membership in the Parish:

To be considered a member, the Bride or Groom, or the parents of either, must currently live within parish boundaries and be registered and active in the parish. Please call the parish office if you are unsure of your status.

Wedding Date: **(The parish never makes “tentative reservations” or “holds” a date/time for a wedding).** The wedding date may not be set until the couple, if a member of the parish, has had an initial meeting with a priest or deacon from the parish: parish staff are not authorized to set a date for you. We understand that you are trying to make arrangements for many details; however, please do not make any plans until the priest has officially set the date and time. This usually happens in the first or second meeting with the priest. Non-parish members seeking to have their wedding here must complete the following requirements in order for the parish staff to confirm and schedule your wedding on the calendar:

- 1) You must have the priest/deacon who will be working on the marriage preparation and paperwork with you, and officiating the wedding ceremony, confirm this with the pastor of St. John’s directly; if there is to be a different priest/deacon officiating the wedding, he too must confirm this directly with the pastor of St. John the Apostle. (Please note that the parish clergy of St. John the Apostle are not available to officiate the weddings of non-parish members; and further note that the non-parish member couple is responsible for finding a substitute should there be any changes regarding the celebrant of the wedding: the substitute priest/deacon must confirm this directly with the pastor of St. John the Apostle prior to the wedding.
- 2) The wedding agreement must be read, signed (by both bride and groom), and returned to the parish office.
- 3) The wedding reservation fee for non-members (non-refundable) must be paid: you will be notified if there is a problem with processing the payment, and given a short window to correct this before your wedding date would be removed from the calendar.
- 4) Until all the above requirements for non-members are met...any wedding date, location and time, remains available to be taken by another couple

...so you are encouraged to move quickly to fulfill the above requirements in order that we may confirm and secure the wedding date you wish on our calendar when it opens for scheduling. **If two couples are looking to schedule a wedding on the same date/time---when the calendar opens: parish members will always take precedence over non-parish members (even if they have met all the specified requirements).**

Instruction

Instruction: All requirements of the Diocese regarding Marriage Preparation must be adhered to by every couple. There is a minimum six-month preparation period required by the Diocese of Arlington from the time of your first marriage preparation meeting.

Retreat: In addition to separate preparation meetings with a priest/deacon...couples must also attend one of the Diocesan approved marriage education weekends. The priest or deacon you are working with will discuss these programs with you:

- ❖ Conference for the Engaged
- ❖ Catholic Engaged Encounter
- ❖ Three to Get Married Program (Bethesda Retreat House)

To sign-up for one of these, please see the diocesan website:

<https://www.arlingtondiocese.org/familylife/marriage.aspx>

Focus Inventory: Each couple will complete the 'couple inventory.' The priest/deacon you are working with will provide instructions for how to complete the inventory online. The results will be reviewed and discussed with the couple during the course of the marriage preparation process.

Meetings: Each couple will have several meetings with the priest or deacon who is working with them. The number of these meetings will be determined by the priest/deacon according to the individual needs of the couple. The priest or deacon handling the Marriage Preparation with couple is responsible for assuring that all Canonical Requirements for the marriage to validly take place are met.

Documentation

Baptismal: **Catholics:** All Catholics are required to obtain a **NEW Baptismal Certificate** from the church of their baptism. It must be issued within six months of the wedding date and include Sacrament notations. If you call the church of your baptism, just tell them that you are getting married and need a baptismal certificate for marriage, they will know what the notations are.

Non-Catholics: Those baptized in other faiths need to provide proof of baptism. A copy of their original certificate or a letter from the church of baptism is sufficient.

Confirmation: Confirmation Certificates are required only for Catholics and only if the baptismal certificate does not include notations with the date of confirmation.

Affidavits: Two Affidavits of Free Status are required for each person.

License: This must be obtained by the bride and groom prior to the wedding. No wedding will take place without the proper civil marriage license. These are good for 60 days, so they may be obtained from the clerk of the court in the month before the wedding. As soon as you get the civil license, please give it to your celebrant.

Dispensations: Any required dispensations or permissions will be addressed by the priest/deacon who is working with the couple on the marriage preparation and paperwork.

Ceremony:

Location: Weddings can be celebrated in either:

Church:

Seating capacity: 1230.

Address: 55 Oakcrest Manor Drive NE

on the corner of King Street and Oakcrest Manor.

Chapel of the Immaculate Conception:

Seating capacity: 100-125

Located at the corner of King and Union Streets. There is no street address for the chapel, so for “GPS” purposes use the address of the Church above.

(Please note that the chapel does not have any space for the bridal party to wait/prepare prior to the ceremony; in addition, there are no restroom facilities in the chapel: those needing such facilities must utilize the Church).

Time: Applies for both Nuptial Mass or Marriage celebrated outside of Mass. No weddings are scheduled for any Sunday. Weddings may be celebrated at the following times; and these times are set and are not subject to change (no exceptions):

Church:

Monday-Thursday: as the parish calendar permits.

Friday: 2:00 p.m.

Saturday: 10:00 a.m. (only on the 3rd or 5th Saturdays of the month), 12:00 p.m., or 2:00 p.m.

Chapel of the Immaculate Conception:

Monday: between 10:00am and 4:00pm

Friday: between 10:00 a.m. and 3:00 p.m.

Saturday 10:00 a.m., 1:00 p.m., or 3:00 p.m.

No weddings are permitted on any other day of the week due to extended Adoration.

Rehearsal: Rehearsals are usually held the evening before the wedding, at 4:00 p.m., 5:00 p.m. or 6:00 p.m.

Rehearsals for Monday or Friday weddings in the Chapel will take place earlier the same day between 9:00 a.m. and 12:00 p.m.

There is no music at the rehearsal.

Music: To set up a meeting to plan the music for your wedding, please contact the Director of Music, Dr. Michael Langlois, by email at mike@stjohnleesburg.com or by phone at (703) 777-7317 x111. Meetings typically take place by phone or in person three to six months prior to the wedding, and music plans are typically finalized by two months before the wedding.

The Director of Music is the organist for all weddings at St. John's. His fee is \$350 (payable to St. John the Apostle Catholic Church) and is due to the St. John's office no later than one month before the wedding. If Dr. Langlois is unavailable, you will be notified at least three months prior to the wedding; in such cases St. John's will endeavor to provide a suitable replacement organist or you may contract with one independently. Independently contracted organists are subject to approval by the Director of Music.

Music (continued)

The Cantors of St. John's are the cantors for all weddings unless you elect to independently contract with an outside cantor. Outside cantors are subject to approval by the Director of Music, and should be put in touch with Dr. Langlois two months prior to the wedding, and should be informed that the music rehearsal will take place day-of, one hour before the wedding. The fee for a St. John's Cantor is \$175 (payable directly to the cantor) and is due to the parish office one month before the wedding. St. John's cantors are assigned by the Director of Music based on availability and music choices.

Additional vocalists and instrumentalists may be contracted with the approval of the Director of Music. Such musicians should be put in touch with Dr. Langlois two months prior to the wedding and be informed that the music rehearsal will take place day-of, one hour before the wedding.

All music to be used at the wedding Mass or ceremony must be sacred. If the text would not appear in a Roman Catholic hymnal, it is not suitable for the sacred liturgy: musical theatre, popular music, and other generally secular music are not acceptable.

Pictures

Photos and videos may be taken during the wedding ceremonies: we ask that everyone involved remember that this is a religious ceremony and that picture taking and video should be done as discretely as possible. The photographer must follow the priest's instructions on where to stand during the ceremony, and when to refrain from movement, use of flash, etc. Your pictures must be finished ½ hour before the next wedding or liturgy is set to take place.

Flowers

The parish does not provide flowers, nor do we set out the arrangements. You may leave your flower arrangements in the Church after the ceremony. Flowers may be placed in front of the altar on the floor or in stands directly next to the tabernacle. Flowers and/or bows used as pew markers must be hung with plastic u-shaped hangers or with ribbon loops over the top end of the pew. Do not use tape, nails, thumbtacks, or other adhesives on parish furniture.

Set up

You may only begin setting out flowers, etc. ½ hour prior to the start of the wedding. We have Wedding Coordinators who will assist with the rehearsals and set up coordination, please contact them at:
Weddingcoordinators@stjohnleesburg.com

Rice, etc.

No rice, no birdseed, no flowers, no flower petals or anything else may be thrown in front of the church/chapel or strewn along the ground in the church/chapel, including the main aisle. Please inform your wedding party and guests.

Donations / Fees / Gifts:

Members: Because it is assumed that registered members are already financially supporting the parish there is no fee associated with getting married in the parish: a donation may be made to the parish for the wedding; payable to “St. John the Apostle Catholic Church” Your generosity is most appreciated.

Non-Members: For those who are not members of St. John’s there is a fixed reservation fee of \$2,200 for the Church and \$1,100 for the Chapel: again, this must be paid prior to the scheduling and confirmation of the date for the wedding by the parish office staff...and is non-refundable. Checks made payable to “St. John the Apostle Catholic Church”.

Music (Members or Non-Members): The total music fee amounts to \$525, which includes a payment of \$350 for the organist to be paid to St. John the Apostle Catholic Church, and a fee of \$175 that is payable to the individual cantor. These music fees are due at least one month before the wedding date. Additional instrumentalists or vocalists may be contracted: please discuss this with the Director of Music. A bench fee of \$150 is payable to St. John the Apostle if an outside organist is requested when the Director of Music is otherwise available to play.

Gift for the Priest: While not required, couples often will give the celebrant a gift as well; in appreciation for his work with them. This is a free-will gift and as such would be made payable directly to the priest or deacon who officiates the wedding.

**St. John the Apostle's Wedding
Agreement Form**

I acknowledge receipt of the St. John's wedding agreement, have read it entirely, and will comply with all of its requirements and instructions:

Date of wedding: _____

Time: _____ Place: Historic Chapel/Church

Signature of the Groom: _____

Print Name: _____

Signature of the Bride: _____

Print Name: _____

Name of celebrant: _____

Confirmation received from celebrant: _____.

Signature of Receipt by St. John's staff member _____:

Print Name _____ Date: _____