

*Celebrating Your Marriage*

*At*

*St. Edward the Confessor  
Catholic Church*

*785 Newark-Granville Road  
Granville, Ohio 43023*



Dear Friends,

Please find enclosed a copy of our parish wedding guidelines and contract.

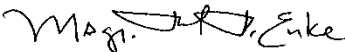
It is essential that this form be filled out and returned to the parish Office Manager with any necessary deposit for non-members before a date can be confirmed.

Cheryl Boggess will contact you to confirm the date after receiving your contract. Please be advised the pastor or deacon is the ordinary presider for weddings, but because of the length of time between reserving the date and celebrating the wedding, we cannot guarantee who the presider will be. Vacations, other commitments, etc. can occasionally intervene. We will assist you in providing a presider should that occur.

The purpose of these guidelines is to assist you in knowing from the beginning what the church expects of you so that the planning process might go forward smoothly. Please read the directives very carefully and follow them precisely.

I thank you for your cooperation and look forward with you to a joyful wedding ceremony here at St. Edward the Confessor.

Wishing the Lord's Blessing on You and Your Family,

Magr.  J. Enke

# Introduction

*Your wedding day is one of the most special days in your life. On this day you make a solemn, life-long promise, a covenant with each other and with God, witnessed by God's people, your relatives and friends. Your wedding, therefore, is special to others too. It affects both civil and Church communities.*

*We at St. Edward the Confessor want your wedding to be beautiful, memorable and fully significant. Our wedding preparation program has been designed to assist you in planning and preparing your Wedding Mass or Ceremony in our parish church. These Guidelines, combined with our pastoral staff, are your first source of information for the planning of your wedding liturgy. Please read and follow the guidance provided. If you have any questions, please do not hesitate to call us. Please note, however, that all relevant documents requested, and paperwork to be filed, are to be handled by the clergy of St. Edward the Confessor. Therefore, please remember to address any such paperwork to the priest or deacon assigned to your marriage preparation.*

*We are sensitive to the fact that there may be special situations where exceptions to these Guidelines or the fees for the use of the worship space may be needed. All requests for exceptions must be discussed with, and approved by the Pastor of St. Edward the Confessor Church.*

*May our Lord bless you in your decision for marriage in the Catholic Church at St. Edward the Confessor.*

# Initial Planning

## **WHO MAY BE MARRIED AT ST. EDWARD THE CONFESSOR CHURCH?**

### **MEMBERS OF THE PARISH**

Church law guarantees regular members of the parish the right to marry in their proper parish church. According to Canon Law, the marriage should take place in the parish church of the bride. Otherwise written permission is required from the pastor of the bride to be married in any other church. Below is the link to Diocesan Marriage Policy.

<http://colsdio.org/Portals/0/Departments/MFO/Documents/Marriage%20Policy%202010.pdf>

To be considered a regular member at St. Edward the Confessor, for the purpose of marriage, the bride or groom must have been registered and active in the parish for **6 months prior to the initial inquiry for marriage**.

Children of long-time, regular members of the parish are considered regular members for the purpose of marriage and may be married in the church without being registered.

### **NON-MEMBERS**

Weddings of persons who are not regular members of St. Edward the Confessor parish are not usually possible. A compelling reason or an emergency must be discussed personally with the pastor.

**Non-members may provide their own Priest or Deacon to officiate at their wedding.** Visiting clergy who are licensed by the State of Ohio are always welcome to preside at weddings here, but must assume responsibility for all necessary paper work and pre-marital interviews and counseling. Delegations from the pastor of St. Edward the Confessor will also be necessary.

# Initial Process of Scheduling

## **RESERVATION OF DATE AND TIME FOR THE WEDDING AND THE WEDDING REHEARSAL**

Initial inquiries are handled through the parish office by contacting the Office Manager, Cheryl Boggess, 740-587-3254, who will forward a copy of the Wedding Guidelines to the interested parties. Guidelines are available on the Parish Website as well. **It is requested that the bride and groom review the Wedding Guidelines before discussing a date for the ceremony.** The preference is to celebrate one wedding on a Saturday at or before 2:30 p.m. The latest available time to schedule on Saturday is 2:30 p.m. You are welcome to request earlier time, just let us know. The rehearsal time will be the day before the wedding at 5:30 p.m.

After reading the Wedding Guidelines and finding them acceptable, the couples who are members should return a completed and signed "Agreement for use of the Church" to the parish office. The Agreement is found at the end of these guidelines. Please note signatures are required from both the bride and groom as well as the party responsible for the fees. For parish members, Cheryl Boggess will confer with the Pastor or Deacon about their availability on the requested dates and then contact the couple to confirm the date. For non-members, please contact the parish office for availability of the worship space and required procedures. Arrangements with the clergy are the responsibility of the couple.

## **APPOINTMENT WITH PRIEST OR DEACON**

Four to six months before the anticipated wedding date the couple will need to meet with the priest or the deacon assigned to the parish. Due to the number of weddings at our parish, it is advisable to contact the priest or deacon to begin preparation as early as possible. However, please keep in mind, the couple must first contact Cheryl Boggess, our parish Office Manager. You will then be requested to submit a signed Wedding Agreement acknowledging you have read the Wedding Guidelines before an appointment is made with the priest or deacon. (The expectation is that the presider at the wedding will be the Pastor or Deacon of this parish.)

## **PRE-CANA AND THE MARRIAGE PREPARATION INVENTORIES PROGRAM**

The Pre-Cana Program is a mandatory requirement of the Diocese. A schedule for Pre-Cana program dates offered in the Diocese of Columbus may be obtained at the parish office (740) 587-3254. Please schedule early to ensure you have the course completed prior to your wedding date.

In addition, St. Edward the Confessor provides a Marriage Preparation Inventories Program, which is a separate program from Pre-Cana and is required of all couples to be married in the Diocese of Columbus. Once your date is entered on the parish calendar, Cheryl Boggess will forward your information to Dcn. John Barbour & Cindy Barbour, who will contact you to schedule a time to meet for this program. The Inventories program must be completed prior your appointment to do paperwork with the priest or deacon.

# Documents

## **MARRIAGE INFORMATION CONTRACT**

Attached to the St. Edward the Confessor Wedding Guidelines, is the Wedding Agreement for use of the Church. The Bride and Groom must return a completed and signed form to Office Manger before a date can be placed on the parish calendar.

## **BAPTISMAL RECORD**

An original certified copy of the baptismal certificate of the Catholic parties is required. This means you must contact the parish of your baptism and ask them to send an original form reproduction of your baptismal certificate, **with notations** and with the parish seal stamp on it. This record must be no more than six months old. Please have this forwarded to Cheryl Boggess at our Parish Office, this form is needed by the priest/deacon presider at the time you fill out the marriage paperwork.

## **PRE-CANA CERTIFICATE**

Once you have attended a Pre-Cana Weekend, please forward the certificate to our office manager to be included in your the wedding file.

## **MARRIAGE PREPARATION INVENTORIES PROGRAM**

Premarital Inventories Readiness for marriage cannot be scientifically measured, but an inventory helps engaged couples make sure that they have discussed the most important issues. These are instruments that prompt discussion on sometimes sensitive issues. The Marriage preparation inventories program must be done prior to your appointment to do paperwork with the priest or deacon.

## **MIXED MARRIAGE PERMISSION**

If this will be a marriage between a Catholic and non-Catholic, please let us know at the time of your initial meeting with a member of the clergy. The priest or deacon must complete a form to perform your wedding.

## **SECOND MARRIAGES**

If this is a second marriage, we need the Civil Decree of Divorce and the original copy of your Church Annulment. You must notify the Office Manager at the time of your initial call and then contact the pastor before going forward with any plans. We will need to have your previous marriage annulled before you can proceed with a second marriage. No date can be placed in our parish calendar until annulment has been granted.

## **MARRIAGE LICENSE**

“Marriage is a legal as well as a spiritual and personal relationship. When you state your marriage vows, you enter into a legal contract. There are three parties to that legal contract: 1) you; 2) your spouse; and 3) the state of Ohio. The state is a party to the contract because, under its laws, you have certain obligations and responsibilities to each other, to any children you may have, and to Ohio.”

<https://www.ohioabar.org/ForPublic/Resources/LawFactsPamphlets/Pages/LawFactsPamphlet-35.aspx>

The civil license for marriage is to be presented to the officiating clergy or Wedding Consultant at the time of rehearsal. We cannot proceed with your wedding rehearsal without this license in hand. Effective February 2001, the law changed, and there is no longer a five-day waiting period requirement. The marriage license is good for 60 days. If your marriage is not performed within that time, you must get a new license. For additional information please go on-line to review Ohio’s Marriage Laws or to locate the Probate Court in the County you are required to register in.

Applications for License must be made under oath by both of you to the Probate Court of the county in which either resides:

### **Licking County Probate Court, Marriage Licensing Department**

1<sup>ST</sup> Floor - Courthouse

Newark, Ohio 43055

Hours are from 8:30 A.M. to 4:30 P.M., Monday through Friday

Telephone: 740-349-6125

<https://www.lcounty.com/probate/>

# Wedding Consultant

## **WEDDING CONSULTANTS**

Sometimes a couple will choose to employ a wedding consultant to assist them in some of the finer details of preparation for marriage. However, the liturgical guidelines for the celebration of marriage in the Catholic Church are clearly defined. Therefore, it is the sole responsibility of the Clergy, the parish Minister of Music, and the Wedding Consultant to adhere to these guidelines. Outside Wedding Consultants do not have a role in planning the sacred liturgy or the music for the wedding ceremony. Furthermore, they do not have a role in the rehearsal for a wedding ceremony, other than providing support for the couple.

## **PARISH WEDDING COORDINATOR**

Our Parish Wedding Coordinator whose duty is to welcome, assist the wedding party as to what is permitted or not permitted at a wedding at St. Edward's will be available the day of your wedding. The coordinator will be paid by the parish and is responsible for the "smooth running" of pre-wedding day, Wedding Eucharist and post wedding wrap up.

It is our policy to have the Parish Wedding coordinator available at all weddings at St. Edward's. We find this is especially necessary when a visiting priest is presiding at a wedding here and may be unfamiliar with our specific procedures. Our Parish Wedding coordinator should be able to answer any questions you might have on the day of the wedding.



# The Wedding Liturgy

## SOME GENERAL NORMS

The model for the Nuptial Mass and the Wedding Ceremony outside Mass is Sunday liturgy. Therefore all wedding liturgies should be expressive of the faith of the couple and should be designed to encourage the active participation of the assembly where called for. The liturgy should be carried out with the grace and dignity befitting the liturgical tradition of the Catholic Church and must adhere to the liturgical norms and directives of the Vatican II Council.

The presiding Priest or Deacon must always be informed about other Catholic clergy who will be concelebrating at the wedding liturgy. Non-Catholic clergy who have a relationship with the bride and groom are also welcome to participate.

Friends and relatives of the couple may participate in the liturgy as Lectors or Servers provided they are experienced in the ministry they wish to exercise.

All readings at the wedding liturgy must be from the Sacred Scriptures, especially those designated for weddings in the Lectionary for Mass. Couples with a deeper knowledge and interest in scripture may select other scripture passages with the approval of the celebrating Priest or Deacon. **Readings other than those from the Sacred Scriptures may not be used at the wedding liturgy.**

The Catholic Church celebrates the Christmas season from December 24 until the Feast of Baptism of the Lord in mid-January. Couples who desire a “Christmas wedding” must schedule it during this period. The Advent decor of early to mid-December is not to be altered in any way to create a “Christmas atmosphere” for weddings.

The Lenten season also is observed in a special manner. No change to the church decor is permitted.

## ADDENDUM 1

During the exchange of vows and rings, only the bride, groom and their witnesses stand on the altar platform (space in front of altar). The other members of the wedding party remain in the front pews. This avoids crowding in the altar area and allows the congregation to better see the bride and groom.

# MUSIC

In the Catholic tradition, the marriage of a woman and a man is celebrated as a Sacrament. As such, the religious nature of the wedding liturgy is carefully preserved. Therefore, only liturgically appropriate music may be used at weddings; **no music of a non-liturgical or non-religious nature (popular music) may be used before (Prelude), during (the actual Mass or ceremony itself) or after (Postlude) a wedding at St. Edward the Confessor Church. All music (vocal and instrumental) must be sacred or classical and must be approved by the Parish Minister of Music.**

St. Edward the Confessor Church employs a highly trained, full-time professional musician who has nearly two decades of experience as a church organist including extensive experience working with cantors and choirs in various settings. He has a MA in Liturgical Studies from Saint John's School of Theology and a BA from the University of Notre Dame where he graduated with honors, magna cum laude. As the coordinator of the music for weddings, his duties include (1) the initial meeting with the couple to assist them in selecting appropriate music for all aspects of the wedding Mass, or wedding ceremony and any further communication needed to accomplish this, (2) rehearsing with any instrumentals or vocalists who will be participating in the wedding Mass or ceremony, (3) procuring the services of a cantor (see note\*), (4) preparing 20 to 25 minutes of organ music to be played as guests are being seated. This may include specific selections either instrumental or vocal, requested by the wedding couple, as long as these selections follow the guidelines as stated above.

Couples should notify the organist of their wedding date well in advance, and should contact our Parish Organist to schedule the initial planning meeting no later than two months prior to the wedding date. If for some reason a qualified outside organist is brought in, the couple is still expected to meet with the parish organist for planning purposes and to pay a "bench fee" (per American Guild of Organists guidelines) for the resident organist's help in planning the wedding liturgy. (see fees in this booklet). This policy is intended to insure the beauty of each wedding liturgy, to preserve the lovely instrument the parish owns, and to treat the parish musician as the professional person the parish expects.

St. Edward Parish musician is Paul Radkowski. Couples may contact him by using the inquiry form on the Music page of our website, email: [music@saintedwards.org](mailto:music@saintedwards.org) or phone: 740-587-3254.

\*The duties of the Cantor are to chant the Responsorial Psalm and the Gospel Acclamation, to lead the assembly in any sung portions of the Mass or Ceremony, and to provide a vocal solo, if requested. Generally, cantors are parishioners who actively participate in the weekly liturgies at St. Edward the Confessor Church.

# Other Liturgical Details

## **RECEIVING LINE**

Weather permitting, these may be held outside the church or in the Gathering Space. Please remember this will shorten time available for pictures. We do require the Church to be cleared for Confessions before 4:00 p.m. Saturday.

## **CARE OF THE CHURCH**

All items brought into the worship space for the wedding must be removed promptly once the liturgy concludes. Please note that we kindly request that all wedding items be removed from the church before 4pm.

Flower girls are not permitted to toss flowers or flower petals on the church floor. The throwing of rice, birdseed or other projectiles is not permitted.

We request that food and non-alcoholic beverages not be brought into the Church and that any food brought in stay in designated dressing room or if available, in the parish hall. Please discuss this with Cheryl Boggess during the review of the wedding itinerary the week prior to the wedding.

Please note that no alcoholic beverages are permitted on the church property prior to and after the wedding. Smoking is not permitted anywhere in the church.

## **DRESSING AT THE CHURCH**

We have a designated room available at our facility for the bride and bridesmaids to dress at the church. We ask that the bridal party if dressing at church, to please arrive after 12:00 PM.

Cheryl Boggess will review these details with the bride when discussing the wedding itinerary during the week prior to the wedding.

All other members of the wedding party are asked to come to the church fully dressed for the wedding.

Once dressed, the bridal party may wait in the lounge until the wedding coordinator calls the bridal party to proceed to the Gathering Space. Please do not use the parish lounge as a dressing room or lunch room.

Due to security risks, all members of the bridal party are asked to place any personal possessions not needed for the wedding in secure places outside the church. St. Edward the Confessor Church is not responsible for lost or stolen articles.

## DECORATIONS

Flowers and decorations for the wedding are the responsibility of the couple. Avoid unpleasant incidents the day of the wedding by acquainting the florist with these *Guidelines*. Florists are expected to work in conjunction with the Parish Office Manager to plan the placement of all flowers and decorations.

No one may remove, relocate, or change any ritual object, furniture or decorations in the worship space including candles and candle stands, chairs, fabric art or banners, statuary, or other items.

Furniture in the Church should be left in place. This especially applies to microphones, candelabra, and other decorations. Florists are asked to not to remove altar furnishings or existing sanctuary arrangements to accommodate floral arrangements. Floral arrangement can be placed in the wrought iron stand to the side of the altar. No flowers or other decorations may be placed on the altar of sacrifice. No floral arches or extravagant arrangements are permitted. Aisle runners are not permitted because of adhesive residue left on the tile floor and there is no other way to anchor them.

Additional candles or candelabra may not be brought into the worship space for weddings. Please note: **\*\*The Diocese of Columbus no longer allows the Unity Candle at weddings.\*\***

Decorations may not be attached in any way, which will damage the worship space furnishings. Tacks, nails, and pins are strictly forbidden, as are adhesives or wire which would mar the finish of wood, plaster, or stone. Swagging of fabric or ribbon between pews is not allowed as it impedes the flow of Communion procession.

Flowers and bows may be placed under the statue of the Blessed Virgin.

Flower girls are not permitted to toss flowers or flower petals on the church floor. The throwing of rice, birdseed or other projectiles is not permitted.

**It is customary to leave at least one floral arrangement in the sanctuary after the wedding** ~a live arrangement~no dried or plastic please. The flowers will be used to enhance our worship space during the weekend liturgies and will visibly share with the community the celebration that has taken place.

## **PHOTOGRAPHY/VIDEOGRAPHY**

Photographers and/or videographers are asked to consult with the Parish Office Manager before any wedding liturgy at which they will be present.

Posing for photographs is permitted before the seating of the guests and after the liturgy provided it is completed quickly and with the reverence due any house of prayer. Discuss your intentions with the Parish Office Manager well in advance of the wedding day. Avoid unpleasant situations by insisting that all photography or videography be completed **before 3:45 P.M.** after all Saturday 2:30 P.M. weddings. Please do not put the parish staff in the uncomfortable position of having to ask you repeatedly to wrap things up.

Photographic spotlights are not permitted at any time during the liturgy proper.

Photographic equipment of any kind is not permitted in the sanctuary area during the wedding, or where it is visible to the congregation, except during the entry of the bridesmaids and bride.

**Stationary** video cameras are permitted in the balcony of the church (where there are live audio feeds from the church's sound system) and in either of the side transepts where it is out of sight to the main body of the church.

# Fees

## **CONTRACT**

Couples to be married at St. Edward the Confessor Church will be asked to complete and sign a Wedding Agreement for the use of the church. The agreement comprises a written acceptance of the parish Wedding Guidelines, confirmation of the date and time of the wedding, and a commitment to remunerate the parish and the assisting individuals according to the schedule and timetable.

There are separate fees for the use of the parish hall for rehearsal dinners or wedding receptions. Information about these fees can be obtained from the Parish Office Manager.

## **MEMBERS OF THE PARISH**

There is no charge to regular members of the parish for the use of the worship space, bride's room, and related areas for the celebration of weddings.

Members and non-members alike are responsible for payments to those who assist before, during, and after the wedding according to the schedule and timetable.

## **NON-MEMBERS**

Non-members, those who were not regular members of the parish at least 6 months before the initial wedding inquiry, are required to pay a fee of \$1,000.00 to use St. Edward the Confessor for their wedding. This fee is for the use of the space alone and does not include payments to individuals who assist before, during, and after the wedding.

One-half of this fee (\$500.00) must be paid to the parish before the wedding date is entered on the parish calendar and is non-refundable.

## **SCHEDULE OF STIPENDS FOR INDIVIDUALS**

Clergy.....suggested minimum stipend \$150.00 for the Parish Priest or Deacon who presides at the wedding. (Stipend paid to visiting priest is to be handled directly by the wedding couple.)

Organist.....\$150.00

Bench Fee (not required if using parish Organist)...\$150.00

Cantor .....\$75.00

Altar Server .....\$25.00

(One server for Mass - no server needed for Ceremony only)

Non-parish musicians .....set by the musician

## **PAYMENT OF FEES**

Fees are due a minimum of two weeks prior to the wedding rehearsal. See your signed Wedding Agreement for date due. Please make checks payable to "St. Edward Church" and can be mailed to or dropped off at the parish office. Stipends to individuals will be disbursed by the Parish Office. The wedding rehearsal may not go forward until these fees and stipends are paid.

Non-members Fees: one half of the \$1,000.00 fee (\$500.00) for using the church is to be paid before the wedding date is entered on the parish calendar. The remaining \$500.00 for nonmembers plus all stipends to individuals are to be paid no less than two weeks before the date of the wedding rehearsal.

Cases of need will always be honored and respected.

# Church of St. Edward the Confessor

## AGREEMENT FOR USE OF CHURCH FOR MEMBERS OF ST EDWARD'S

**Requested Date** \_\_\_\_\_ **Time** \_\_\_\_\_

<u><b>GROOM</b></u>	<u><b>BRIDE</b></u>
Name _____	Name _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Cell Phone _____	Cell Phone _____
Home Phone _____	Home Phone _____
E-mail _____	E-mail _____
Groom's Religion _____	Bride's Religion _____

Celebrant \_\_\_\_\_

Organist \_\_\_\_\_ Cantor \_\_\_\_\_ Server \_\_\_\_\_  
 (To be completed by St. Edward Staff)

Preliminary  
selection:  
Mass \_\_\_\_\_  
or  
Ceremony only \_\_\_\_\_

**Rehearsal:** Rehearsals are **5:30pm** the day before wedding day \_\_\_/\_\_\_/\_\_\_

**Wedding Fees:** Amount \$ \_\_\_\_\_ Fees due: \_\_\_/\_\_\_/\_\_\_  
 Amounts to be completed by St. Edward Staff (fees due on or before 2 weeks prior to wedding rehearsal)

→ \_\_\_\_\_

**Print and sign name of party responsible for Wedding Fees → Signature**      **-please sign before submitting**

Phone \_\_\_\_\_

**Wedding Agreement & Acceptance of Wedding Guidelines / Signatures**

*~Guidelines must be adhered to by all parties. Please read carefully before signing agreement. (Both Bride and Groom please sign and date below.)*

**We have been advised of and have read the guidelines for the use of St. Edward the Confessor Church for our marriage and we will be responsible for any violation of the rules.**

_____ Date: _____	_____ Date: _____
<b>Groom</b>	<b>Bride</b>
	_____ Date: _____
Signature of St. Edward Staff	

Pre-Cana: Certificate \_\_\_\_\_

Pre-Marital Inventories \_\_\_\_\_

Baptismal Certificates: Groom: \_\_\_\_\_ Bride: \_\_\_\_\_



# Church of St. Edward the Confessor

## AGREEMENT FOR USE OF CHURCH FOR NON-MEMBERS

Non-member fee only: for use of parish Church - \$1,000.00    Deposit amount \$500.00\*

\*No date will be entered on the Parish calendar before the couple has paid a deposit of one-half of the non-member church use fee. This fee is in addition to Wedding fees.

Deposit Paid/Date \_\_\_\_\_ - \_\_\_/\_\_\_/\_\_\_      Balance due: \_\_\_/\_\_\_/\_\_\_  
(Remaining fees due on or before 2 weeks prior to wedding rehearsal)

\_\_\_\_\_ → \_\_\_\_\_  
**Print and sign name of party responsible for Wedding Fees → Signature      -please sign before submitting**  
Phone \_\_\_\_\_