

Church of St. Matthew

Wedding Guide

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INTRODUCTION:

St. Matthew Catholic Church welcomes your interest in celebrating the Sacrament of Marriage in our church. Because it is a sacred space, and because marriages celebrated by believers are important rituals not only in the life of a bride and groom, but also for the Church community as a whole, we have organized guidelines to assist you in planning your wedding at St. Matthew Church.

1) How to Book a Wedding at the Church

Preparing to Schedule a Wedding

If you are interested in celebrating your marriage at St. Matthew Church, please contact the Scheduling Coordinator at 646-0378 (extension 314) to determine whether the church is available on your requested date. Weddings ordinarily take place on Saturdays and must begin no later than 2:00 p.m. and not before 7:00 p.m. (Please be mindful that due to Saturday evening Mass the church is not available before 6:30 p.m. for set up.) Weddings are discouraged during the seasons of Advent and Lent, and may not take place on major holidays.

Reserving the Church

To reserve the church for a wedding, the priest or deacon who will be witnessing the celebration will contact the Scheduling Coordinator who will then send a **Facility Usage Form** to be completed by the bride and groom. Once this completed form has been received, the church will be reserved.

Reserving a Space for the Rehearsal Dinner or Reception

If you wish to have your rehearsal dinner or reception on church premises then you must also contact the Scheduling Coordinator to make these reservations and complete the necessary **Facility Usage Form**. You will also be required to fill out an application for Special Event Coverage. An application for the **Special Event Insurance** is included in this guide as well as the facility usage form, the church fee schedule and the Cohan Hansom Building fee schedule. If a reception is taking place in the Cohan Hansom Building after a 2:00p.m.ceremony; it must conclude by 4:30p.m. because of the 5:00p.m. Mass time.

Priests or Deacons Outside of St. Matthew

Weddings with a priest or deacon outside of St. Matthew must have the pastor's permission.

2) Guidelines for Marriage Preparation

Contacting the Priest or Deacon to Begin Marriage Preparation

You must contact the priest or deacon to begin marriage preparation **six months** prior to your wedding date and to determine if he is available for the date you have chosen. The marriage preparation process typically includes three elements: completing the forms required by the church, a **Marriage Preparation Weekend**, and planning of the marriage ceremony. Any questions regarding marriage preparation should be directed to the priest or deacon who will witness the marriage.

3) Guidelines for the Celebration of the Wedding

The Rite of Marriage should be celebrated with the dignity and simplicity of any liturgical celebration that occurs in the church.

A) The Wedding

- 1) The **central symbols** of the church may not be moved or obscured (these include the altar, the ambo or pulpit, the presider's chair, the baptismal font, the image of Christ on the cross, the crucifix and the candles that are present). Seasonal decorations (during Advent, Christmas, Easter, etc.) may not be moved.
- 2) The **only additional candles** that will be permitted are the unity candle or the use of the church's candelabras (which are to be located behind the altar on either side of the crucifix.) Use of the candelabras requires an additional fee of \$50.00. The unity candles are to be rented from a florist.
- 3) The **readings and prayers** are to be taken from the approved liturgical books (see priest or deacon).
- 4) **Musical selections** should create a reverent atmosphere and therefore only music and text, which would be considered suitable for Mass, are permitted. Joel Bolen, our Music Director can assist you with music selections and finding cantors or instrumentalists. He may be reached by calling 646-0378 x 306 or by calling his direct line 550-5108. Music may begin 30 minutes prior to the ceremony.
- 5) No **runners** in the aisle are permitted.
- 6) **Rice, confetti**, etc. may not be used. Bubbles and birdseed may be used outdoors only.
- 7) **Receiving Lines** are not permitted in the church.
- 8) Care must be taken to protect the tile floor, the pews, and the oriental rugs.
- 9) **Floral arrangements** should be constructed before arrival at the church. Artificial flowers and greenery are not permitted. All greenery and floral arrangements must be placed in containers. Pew markers should be fastened so that the wood will not be scratched. The florist must provide any containers and equipment needed with the exception of the two vases that the church provides for the altar flowers. Floral arrangements should not obscure any of the symbols in the church nor impede the necessary movements that occur during the Liturgy. All decorations must be removed within one hour after the ceremony. The church requests that you leave two floral arrangements in the sanctuary for weekend Masses.
- 10) **Photography**: Photography and videotaping must be discreet during the service. The sanctuary area may not be entered after the processional, during the service or before the recessional. **Flash equipment may not be used after the start of the ceremony.** Following the ceremony, pictures may be taken for 30 minutes. Videotaping must be done from a fixed position.

- 11) Use of **alcohol**, including champagne, in the church area is prohibited. No member of the wedding party may be under the influence of alcohol before or during the ceremony. Use of alcohol is permitted at the reception in the Cohan-Hansom building only.
- 12) **Food and beverages (light snacks)** are permitted only in the bride's dressing area (located in the kitchen of the church or in the bridal/nursery room) and in the Cohan-Hanson building if the reception is held there.
- 13) **Ushers and groomsmen** should arrive dressed for the wedding, since there is no dressing area for them.
- 14) Members of **St. Matthew Wedding Guild** will be available to oversee both the rehearsal and wedding and to provide assistance to the couple as well as to ensure that these guidelines are adhered to. They will be available for one and a half hours for rehearsal and up to an hour and a half prior to the celebration of the wedding. The bridal/nursery room or the church kitchen and restroom are available for the bridal party to prepare for the wedding one and a half hours prior to the celebration. When you book the church for a wedding, the chair of the wedding guild will be contacted. Susan Kirkwood Koenig is the chair of the wedding guild; and may be reached at 661-4220. The bride and groom are expected to cooperate fully with the members of the wedding guild (who represent St. Matthew Church and are a voluntary organization). Please be mindful to be on time.
- 15) Ministers at the wedding (such as ushers, Eucharistic Ministers, lectors, altar servers and gift bearers are to be chosen by the couple in conjunction with the priest or deacon who assists at the marriage.)

B) Clean Up After the Wedding

It is the couple's responsibility to see that the church facilities are left clean and in good order immediately following the final photographs (mindful of the fact that weekend Masses will be taking place shortly in the Church). The couple is also responsible for leaving the church kitchen and the bridal/nursery room clean and in good order with any trash taken out to the dumpster located at the back of the parking lot.

4) Fee and Other Information

A) Church Fees

Church Usage Fee for Registered Parishioners (\$100.00)

Church Usage Fee for Non-Parishioners (\$200.00)

Damage-Clean up Deposit (\$100.00) (Refundable if the church is left clean and in good order.)

Fee for use of candelabras (\$50.00)

Organist, Vocalist/Other Instrumentalists (arrangements must be made directly with them)

Altar Servers (\$10.00 each)

Offering for Priest/Deacon (the first \$25.00 goes to the parish, the minister may retain anything above that)

The Church Usage fee, the candelabra fee & the damage-clean up deposit are due at the time the church is booked. All other fees are handled on an individual basis.

B) Cohan-Hansom Rental Fees

1. If **both** the rehearsal dinner and the reception will be held at the Cohan-Hansom building, the fees are as follows:

Rental fee includes both nights (\$300.00) an additional \$125.00 will be charged for non-parishioners

Refundable Security deposit (\$125.00)

2. If planning to have either the rehearsal dinner **or** the reception in the Cohan-Hansom building, the fees are as follows:

Rental fee (\$225.00) an additional (\$125.00) for non-parishioners

Refundable Security deposit (\$125.00) an additional (\$125.00) for non-parishioners

Rental fees include one cleaning at the end of the event. If a second cleaning is required there will be an extra \$100.00 charge.

C) Security

St. Matthew Church is not responsible for the security of vehicles or personal articles. Please lock cars and do not leave gifts or personal articles unattended.

D) Other Information

The church seats 700 people; the chapel 90 people. The church aisle is 100 feet long.

Florist Guidelines

Floral arrangements should be constructed before arrival at the church.

Artificial flowers and greenery are not permitted. (This includes rose petals being thrown by flower girls).

All greenery and floral arrangements must be placed in containers.

Pew markers should be fastened so that the wood will not be scratched.

The florist must provide any containers and equipment needed with the exception of the two vases used for the altar flowers that the church provides.

Floral arrangements should not obscure any of the symbols in the church nor impede the necessary movements that occur during the Liturgy.

All decorations must be removed within one hour after the ceremony.

If outdoor decorations are to be used they must be in place **after** the 5:00p.m. Mass and removed after the ceremony.

The church requests that you leave two floral arrangements in the sanctuary for weekend Masses & be in place for evening weddings by 4:00p.m. These arrangements may be placed in the planters that the church uses in the sanctuary. The planters measure approximately 9" diameter and are 7 5/8" in depth. No other floral arrangements may be used on the altar.

Care should be taken that the church and its furnishings are protected.

*** (This sheet must be given to your florist.)***

Photographer Guidelines

Photography and videotaping must be discreet during the service.

The sanctuary area may not be entered after the processional, during the service or before the recessional.

Flash equipment may not be used after the start of the ceremony.

Following the ceremony, pictures may be taken for 30 minutes.

Videotaping must be done from a fixed position.

*** (This sheet should be given to your photographer.)***

Final Checklist

Priest or deacon has been contacted

Church and/or hall have been reserved

Marriage preparation has been completed with priest or deacon, including the marriage preparation weekend

Facilities Usage Form has been completed

Event insurance has been obtained for reception

A Marriage License from the State has been obtained

***Photographer's Appendix has been given to photographer

***Florist's appendix has been given to florist

