



ST. CATHERINE OF ALEXANDRIA & ST. JOAN OF ARC

Wedding Policy

Congratulations on your engagement and preparation for marriage! This guide will help you in preparation for celebrating this important milestone at one of our parishes.

As Catholics, we believe that marriage is a Sacrament, called Holy Matrimony. Because of this, we say that **Catholics receive Catholic weddings**, and we want to do as much as we can to make this a reality.

For **parishioners** of St. Joan of Arc and/or St. Catherine of Alexandria, we will complete the marriage preparation process with you. We will also plan the ceremony details.

For **non-parishioners**, we will ask that you complete marriage preparation with your local parish or campus church. They will transfer your information to us, and we will plan the ceremony with you.

We are not a wedding chapel, and this distinction honors the connection of your future family to the local community in which you will be planted.



Clergy/Officiant

Either our pastor, Fr. Ryan Ackmann, or our deacon, Deacon Joseph Senglaub, will witness your wedding. Exceptions may be made for family members who are deacons or priests. Religious ministers who are not Catholic may not serve as officiants of a Catholic wedding. Catholics (whether active or lapsed) who are not ordained clergy in the Catholic Church may not officiate any wedding of any sort.

Scheduling

Please call the parish office as soon as possible after your engagement to answer some intake questions and discuss wedding dates. **Do not book your venue until confirming availability with the church.**

Weddings are scheduled on Saturdays at 1PM, with doors opening no earlier than 11:30AM. Rehearsals are 5PM on the Friday preceding. Only one wedding will be scheduled per day. Ceremonies may be scheduled on other weekdays, depending on availability of the involved parties. We do not schedule weddings on Sundays, Holy Days of Obligation, or civic holidays.

If either party has been in a prior marriage, schedule a meeting with the priest immediately. This applies even for those who are not Catholic. **A wedding may not be scheduled if an annulment is needed.** If a previous spouse is deceased, be prepared to provide a death certificate.



Ceremony Planning

1. Our parish will provide an instrumentalist and cantor. Contact our Director of Music, Chad Hart (chart@scsjcluster.org), for the music selection process. Outside musicians must be approved by and work in consultation with the Director of Music and clergy, and may result in additional fees from the parish. Pre-recorded music is not permitted at any point.
2. Between 60 and 7 days before your wedding, **it is YOUR responsibility** to obtain a wedding license. You will need the officiating clergy name and contact information, available on the first page of this document. If you are a Wisconsin resident, you apply for your license in the county of residence, and it is valid throughout the state. If you are an out of state resident, you apply with the Waukesha County Register of Deeds. Bring the license to your rehearsal.



Ceremony Guidelines

1. If guests are selected to proclaim readings or present the offertory gifts in the context of Mass, they should be active and practicing Catholics.
2. Coordinate with the office staff for when to open church for florists, guests, etc. This may be no earlier than 90 minutes before the start of your ceremony. You may stay after the ceremony for photos, but you must leave church by 3:30PM so we can prepare for evening Mass.
3. No glitter, confetti, aisle runners, wagons, pets, rice, or bird seed.
4. Flower girls may not drop flower petals. These stain tile and carpet, and are not easily picked up.
5. Bubbles may be blown outdoors only.
6. Do not move existing church decorations and furniture without approval.
7. Decorations on pews must be hung with ribbon. No metal or adhesives, as these may damage the wood finish.
8. Floral decorations may be placed around, but not on, the altar.
9. **No alcoholic beverages** before or during the rehearsal or ceremony, including in the parking lot. This may result in cancelling your ceremony or invalidating your marriage. **Don't let 30 seconds ruin a lifetime!**
10. Soft drinks or food must be left in the vestibule/narthex. Bottled water is allowed in the church space.
11. No smoking or vaping, including in parking lots or on the grounds.
12. Photographers and videographers should omit flash and other artificial light during the ceremony. They may use these before and after the ceremony. They may approach the sanctuary, but may not ascend the steps of the sanctuary or block the sight line of the musicians.
13. Wedding planners and consultants are welcome to assist, but must not alter elements of the wedding liturgy.



Wedding Policy Agreement

We the undersigned have read and understand, and will abide by the provisions as laid out in the St. Catherine of Alexandria & St. Joan of Arc Wedding Policy.

These include, but are not limited to:

- Parishioner and non-parishioner Preparation Process
- Clergy/Officiant
- Office intake and Scheduling
- Ceremony Planning
- Ceremony Guidelines

We agree to pay the wedding fee of **\$850** via online platform. This covers church use, clergy, and liturgical resources.

<https://giving.myparishsoft.io/App/Form/08c9cf83-7921-4e37-b553-b456bc03f18a>



Please note that all decisions regarding the wedding liturgy are subject to the approval of Fr. Ryan Ackmann or Deacon Joseph Senglaub, since it is their responsibility to preserve the celebration of the Sacraments.

Groom

Signature: _____

Date: _____

Printed Name: _____

Bride

Signature: _____

Date: _____

Printed Name: _____

Please sign and return this agreement page to the parish office. Thank you and congratulations!