



Wedding Planner
Mother of Perpetual Help Catholic Church
2026

Wedding Fees and Suggested Donations

Items:	Check made payable to:	Amount:	Notes:
Church	MPH Church	Registered Parishioners: \$300	Please pay when you schedule your date.
Presider	Priest or Deacon	\$150	The day of the rehearsal or wedding.
Altar Servers	Individual Server	\$20	Upon request.
Organist	Denise Guetterman	\$150	Director of Liturgical Music.
Cantor	To the individual	\$100	Upon request.

Available Space at the Parish:

Parish Center:

- We do not rent out the Parish Center for rehearsals.
- Groomsmen are welcome to use it to get ready the day of the wedding.

Parish Office:

- The bridesmaids are welcome to use the back half of the parish office on the day of the wedding.

Parish Patio:

- Please use this space for photos, but there will be no official use of this space.

Someone must get the keys during office hours the week before the wedding and return them the week after the wedding. This could also be given to the wedding coordinator the day of the wedding. Everything must be out of the center and office by 3:00 pm on Saturday.

There will be a fine for lost keys.

Decorating the Church

You are welcome to use our flowers to decorate the church as you would like. If you are going to bring in your own flowers, they must be approved by the Office Manager and the Day of Coordinator.

For access to our flowers contact Jeanette Cefaratti at (618) 444-5476.

No flowers will be placed in front of the altar or the podium. Set up will be done the night before the wedding. Preferably at the rehearsal.

Liturgy Planner

Please complete this form as best as you can and bring it with you to your meeting with the Wedding Coordinator. Any blanks will be worked through at this meeting.

WEDDING DATE: _____ TIME: _____

PRESIDER: _____

BRIDE (full name): _____ GROOM (full name): _____

E-MAIL: _____ EMAIL: _____

PHONE: _____ PHONE: _____

ADDRESS: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ CITY: _____ STATE: _____ ZIP: _____

Liturgy Details

Mass readings are on the website

Our wedding liturgy will be a: ☐ Mass ☐ Liturgy without Mass

Number of bridesmaids and groomsmen in processional: _____ Number of children in processional: _____
(Please include the maid/matron of honor and any junior bridesmaids.) (Flower girls / ring bearers)

Altar Servers (optional): YES ☐ NO ☐ If "Yes," circle number of servers to be included: 1 2

Please list the name of the person reading (1-3 required):

First Reading (Old Testament):

Passage: _____

Reader: _____

Second Reading (New Testament):

Passage: _____

Reader: _____

General Intercessions (may be read by the Presider):

Reader: _____

Bridal Party Line up

The Maid of Honor and the Best Man will be the ones to sign the marriage certificate at the end of the wedding. Please write this out in order that they will be processing in (ei. # 8 will be the first person to walk in and #1 will be the last to walk in before the flower girl and ring bearer, followed by the bride and her father).

Bride and Father

Ring Bearer: _____

Flower Girl: _____

Maid of Honor

Best Man

Bridesmaids

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Groomsmen

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Parish Space

Decorations:

Will you be using our flowers? ☐ YES ☐ NO

If no, please give more details: _____

For access to our flowers contact Jeanette Cefaratti at (618) 444-5476.

Set up for decorations must be set up the night before the wedding, preferably at the rehearsal.

Reserved Signs:

The normal is to reserve seating for the bridal party on the section near the choir (first row) and the section in front of the servers seating (first row). We will also reserve seating for the families at the two main aisles.

About 8 people fit in these rows. An encouragement to not have more people in the bridal party than can fit in the first pew.

How many seats would you like reserved for each side of the family? _____

Parish Space:

Will the bridesmaids use the parish office? ☐ YES ☐ NO

Will the groomsmen use the parish center? ☐ YES ☐ NO

Musicians

The required services of the Director of Music are already assumed. Please indicate here the additional musicians you may be interested in hiring for your wedding liturgy. Please note that extra fees will apply for each musician hired.

Please contact Denise at dguetterman@mph.dio.org or 618-655-0455.

Cantor (\$100 & and up depending on cantor chosen)

____ Male Cantor ____ Female Cantor ____ No Preference Requested Cantor: _____

You are welcome to bring in a family member or friend to cantor as well.

Instrumentalists (this will be an extra fee, can be discussed with Music Director)

A couple of options are:

Trumpet, Violin, Oboe, Flute, and others.

Music

*This will be filled out with the music director. *

Prelude Music

1. _____
2. _____
3. _____

Entrance Procession

Order of Procession

Server(s)

Presider

Groom and his parents

Mother of the Bride and escort

Bridesmaids and Groomsmen

Maid of Honor and Best Man

Song: _____

Ring Bearer and Flower Girl

Bride and Father or both parents

Song: _____

Introductory Rites

Sign of the Cross + Greeting + Opening Prayer

Liturgy of the Word

First Reading (Old Testament)

Psalm (Sung by Cantor) _____

Second Reading (New Testament)

Alleluia (Sung by Cantor) _____

Gospel

Homily

Rite of Marriage

Consent

Exchange of Vows

Blessing and Exchange of Rings

Blessing Prayer

General Intercessions

For Masses Only

Liturgy of the Eucharist

Preparation of the Gifts

Gift bearers: _____

Song: _____

Eucharistic Acclamations (Holy, Mystery of Faith, Amen) Mass Setting: _____

Eucharistic Prayer

The Lord's Prayer

Sign of Peace (The Couple will offer peace to wedding party and parents)

Presentation of Flowers to Mary (Optional)

Song: _____

Lamb of God

Mass Setting: _____

Communion

Ministers of Holy Communion (minimum of 2):

1. _____

2. _____

Song: _____

Prayer after Communion

For Wedding Ceremonies outside of Mass:

The Lord's Prayer

Sign of Peace

Presentation of Flowers to Mary (Optional)

All Weddings

Closing Rite

Blessing + Introduction + Dismissal

Recessional

Song: _____

Timeline of Events:

- Fill out information online at mphmaryville.org
- Father Rob or the Marriage Prep Coordinator will reach out about scheduling a meeting with Father Rob.
 - Note: Father Rob will not set a date until baptism certificates have been received at MPH and he has met with the couple.
- Introduction meeting with Father Rob: Introductions, set dates, and paperwork for marriage will be completed.
 - Note: This may take two meetings. It is super helpful if you have already called the Parish you were baptized at and asked them to send over your Sacramental records.
- Marriage Prep Coordinator (Emma Clark) will schedule a phone call to talk about the Witness to Love Mentor Couple Program.
 - Mentor Couple requirements:
 - Married in the Catholic Church.
 - Married for at least 7 years.
 - A couple that you and your fiancé both look up to and want a marriage like theirs.
- Dinner with Mentor Couple: This is just to spend time together and get to know each other if you don't already know one another.
- Dinner with Mentor Couple and Marriage Prep Coordinator: Emma will schedule this with you.
 - This dinner is to discuss the Witness to Love program and share with you and your mentor couple what it will look like and how you do it.
- Begin Witness to Love with mentor couple: 6 meetings
- Attend a Natural Family Planning Introduction session.
 - More information on the website!
- Two months before the wedding:
 - Schedule a meeting with Denise to discuss your music.
 - Schedule Rehearsal with Emma (time and day).

Any questions, please reach out to Emma Clark at ehudepohl@mph.dio.org or 513-335-3082.

Thanks, and God bless!