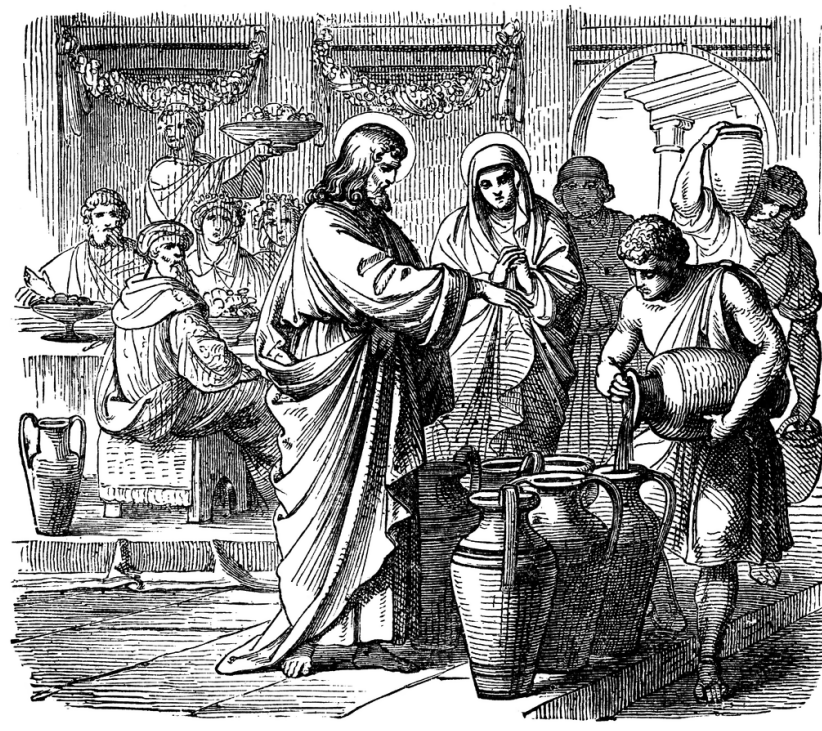


St. Mary's Catholic Church

Wedding Policies and Guidelines



PARISH OFFICE

Very Rev. Stephen G. Vrazel, V.F., Pastor
pastor@stmarymobile.org

Haley Milling, Pastoral Assistant
(251) 432 - 8678

Trish Agee, Wedding Coordinator/Sacristan
(251) 599 - 3456

106 Providence St. Mobile, AL 36604
weddings@stmarymobile.org
(251) 432-8678

Wedding Policies and Guidelines

All weddings held at St. Mary's Catholic Church must be scheduled through the Church Office. No wedding will be scheduled until a celebrant (priest or deacon) has agreed to officiate at the wedding, completion of the required forms, and deposit has been paid. Once a date and time for the rehearsal and wedding have been reserved, please do not make any changes without first consulting our office and without confirmation from either the bride or groom.

WEDDING FEES

The fee for the use of St. Mary's Catholic Church is \$1,200.00. \$400.00 of this fee is required as a deposit to hold your wedding date, of which \$100.00 will serve as a late-start deposit and may be refunded if both the rehearsal and wedding start on time and all church policies are followed.

If the bride or the groom (or the parents of the bride or groom) is an *active, tithing* parishioner of St. Mary Catholic Church with records of contributions dating a *minimum of 1 year prior* to the date of the wedding, only the \$400.00 deposit would be required. This deposit includes the \$100 refundable late-start deposit.

St. Mary's Catholic Church will provide the services of an on-site coordinator/sacristan for both the rehearsal and the wedding. The on-site coordinator's role is to prepare the church for the liturgy and assist the celebrant. The on-site coordinator will assist the bride and groom with planning the various aspects of the wedding ceremony. (Trish Agee, St. Mary's Wedding Coordinator, weddings@stmarymobile.org, 251-599-3456)

In the event that a couple wishes to schedule their wedding during a holiday weekend, there will be an additional fee of \$200.00 as a stipend for St. Mary's staff and volunteers' time. This fee would apply to the following dates: New Year's Eve/New Year's Day, Deep Gras weekend, Memorial Day weekend, Independence Day, Labor Day weekend, Halloween (evening weddings only), Thanksgiving, and the weekends surrounding Christmas.

The rental fee for the church does NOT include an honorarium for the St. Mary's staff and volunteers involved in your wedding. Please plan to compensate your altar servers, the officiant, the wedding coordinator, and the organist at the rehearsal. The wedding consultant will disperse the honorarium for you. Suggested gratuity for altar servers is \$25.00 each, and \$150.00 for both the celebrant and wedding coordinator, respectively. On holiday weekends, suggested compensation for altar servers would be \$35.00 each.

SCHEDULING

To schedule a wedding, first contact Haley Milling at the parish office (251-432-8678, ext. 4) to check available dates. Then, complete the Wedding Contract as well as the Wedding Policies and Guidelines form. Please initial each page of the Wedding Policies and Guidelines form in addition to signing the agreement on the final page. Finally, non-parishioners must submit the \$400.00 deposit (\$300 non-refundable deposit plus the \$100 refundable late-start deposit) to St. Mary's Parish Office or online through our website. The balance of the fee will then be due 2 weeks prior to the date of the wedding for non-parishioners. Parishioners are only responsible for the \$400 deposit (\$300 non-refundable deposit plus the \$100 refundable late-start deposit). Checks should be made payable to St. Mary's Catholic Church, 106 Providence St., Mobile, AL 36604.

I have read, understand, and agree to all policies on this page. Initial: _____

LITURGICAL MINISTERS

Parties are asked to select their own lectors and, at weddings with a full Mass, their own gift bearers. Couples may select family members as altar servers. Altar servers can also be provided by St. Mary's.

ORGANIST/MUSICIANS FEES

For well over a millennia, music has provided spiritual enhancement to the liturgy of the Catholic Church. At St. Mary's, we aspire to have the highest quality music for this special occasion in your life. Careful attention is taken when selecting music and musicians. Please click on the link below for all music details as they pertain to weddings at St. Mary's. If you have any questions, please contact St. Mary's Director of Music, Dr. Collin Lowery at 251.380.8774 or clowery@stmarymobile.org.

[Wedding Music Information & Form](#)

(click on link)

TIMES

Weddings may be scheduled on Saturdays: late morning, early afternoon and early evening times. Should there be more than one wedding on any particular Saturday, we require at least 3 hours between start times. Weddings are not scheduled on dates that conflict with official events or liturgies at St. Mary's Catholic Church: Christmas Day, Easter, or Holy Week. Rehearsals are held at either 5:00pm or 6:00pm.

However, during Lent, rehearsals cannot be scheduled at 5:30pm due to Stations of the Cross in the church, so the rehearsal times would be 6:30pm or 7:30pm for a second rehearsal.

DOCUMENTATION AND CELEBRANT'S RESPONSIBILITIES

Weddings performed at St. Mary's Catholic Church must comply with the sacramental regulations of the Archdiocese. When you schedule your wedding, you will be required to provide St. Mary's Catholic Church with the name, parish, and address of the celebrant.

In addition, you must provide the names and addresses of any other priests or deacons who will be participating in the ceremony. The Archdiocese requires all priests and deacons from outside the Archdiocese of Mobile to be issued a Testimony of Suitability from their bishop or religious provincial. It is the responsibility of St. Mary's Catholic Church to obtain that prior to your wedding; therefore we require the name of the parish and address of all priests and deacons participating in your marriage ceremony on your reservation form. Your reservation cannot be finalized until the parish office has the approval from the Arch-diocese that any priest or deacon outside of Mobile has a Testimony of Suitability on file. Failure to comply with this rule will result in the priest or deacon from outside the Mobile Archdiocese to be denied participation in your wedding.

The celebrant, or his delegate, is responsible for completing all pre-nuptial investigations, requests for dispensation, Engaged Encounter verification, etc. The celebrant will take responsibility for the sessions of matrimonial preparation required by the Archdiocese of

Mobile. The celebrant must send all wedding paperwork to St. Mary's Catholic Church. As of August 29, 2019, the marriage license from the State of Alabama is obtained without the involvement of the celebrant or St. Mary's Parish. It is entirely the responsibility of the bride and groom.

It is the task of the celebrant to ensure that all liturgical and sacramental regulations are followed. However, questions as to music, photography, flowers, etc. can be discussed with the on-site coordinator, so as to keep in mind any restrictions contained in the wedding guide lines for St. Mary Catholic Church or the Sacrament of Marriage guidelines of the Archdiocese of Mobile. It is the responsibility of the celebrant to ensure all policies are enforced.

It is highly recommended that you plan your liturgy carefully, including selecting the readings well in advance and printing them out for your readers. Your celebrant should work with you on this and all other aspects of your liturgy.

SEASONAL FURNISHINGS AND DECORATIONS

During the various liturgical seasons, the church will have appropriate liturgical furnishings and decorations. For example, during Advent, violet will be the background color and an Advent wreath will be present; in Lent, violet will also dominate; and green will be the color in Ordinary Time. At Christmas there will be a large Christmas crèche as well as other Christmas décor. As these appointments to the liturgical environment are seasonal, all weddings should be planned with these decorations in mind.

PARKING

Parking for weddings at St. Mary's Catholic Church can be found along the south side of the Church itself as well as in the St. Mary's School gated parking lot. All McGill-Toolen Catholic High School parking lots are available on the weekends, as well.

FLOWERS AND CANDLES

Simple and tasteful flower arrangements may be used to decorate the church. Only live flowers and plants may be used. The use of tape, tacks, or glue to secure flowers to altars, pews, or windowsills is strictly forbidden, as is the use of any other fasteners that could mar wood or marble surfaces. Nothing can be placed on the brass candlesticks on the altar or reredos. Any wreaths, ribbons, or decor not belonging to St. Mary Parish are to be removed immediately following the wedding. Flowers placed on the altar should remain in the church after the wedding except during the Lenten season. It is your responsibility to designate an individual who will remove such items from the church.

No additional candles may be brought to the altar, nor any existing candle stands be moved as the air and heat will only blow them out. Candle illuminators with globes may be clamped to the pews, but no bags filled with sand, etc. may be used inside or outside the church. Unless your wedding falls on a high feast or solemnity, the only candles to be lit are the candles directly on the main altar.

There is a possibility that another wedding is scheduled before or after yours. Recognizing this, florists must be informed of when they would have access to prepare the church prior to the scheduled time of your wedding. This information should also be communicated to

the wedding coordinator.

POSED PHOTOGRAPHS

It is the policy of the Archdiocese of Mobile that during the celebration of the Sacrament of Matrimony, no posed pictures are to be taken in the church before or after the ceremony. With the consent of the priest or deacon officiating, pictures may be taken during the ceremony in a discreet manner that does not interfere with the sacred character of the occasion. Prior to the recession of the bride and groom, the photographer may come forward and photograph all of the wedding party in the sanctuary.

As per archdiocesan policy, drone photography is not permitted inside nor outside the church.

THROWS/RUNNERS

As per Archdiocesan policy, no rice, confetti, birdseed, or flower petals may be thrown either *inside or outside* the church. In addition, aisle runners are not permitted.

ALCOHOL

Alcohol is **NOT** permitted at any time in the church or on the grounds of the church. **This applies to the rehearsal and the wedding ceremony itself.**

Any member of the wedding party who is intoxicated will not be allowed to participate in the ceremony, including the bride or groom, and may result in the loss of the late-start deposit.

MAINTENANCE DISCLAIMER/ACTS OF GOD/OUTSIDE EVENTS

There may be times when unforeseen circumstances force us to attend to maintenance and other repairs, which in extreme cases may involve scaffolding and other materials which may not be removed. Please be assured that we will make every effort possible to minimize disruption to your wedding.

If it is deemed necessary to cancel a wedding in our church due to circumstances beyond its control (hurricanes, unexpected major repairs, etc.), St. Mary's will give as much notice as possible. We will reschedule to an available date. Depending on the time before the cancellation, we will refund any monies paid to the parish after any/all expenses of church/staff are paid. No other expenses incurred by the wedding party will be reimbursed.

PRIE-DIEU (KNEELER), UNITY CANDLE AND SEATING

The church prie-dieus (kneelers) are for your use and will be placed for you. St. Mary's Catholic Church seats 600 people.

The use of a unity candle is **not** permitted in St. Mary's Church. However, there is a venerable tradition of placing a flower at the feet of the Blessed Mother either after the exchange of vows or after Holy Communion.

DRESSING AREAS

There are no dressing areas in St. Mary's Catholic Church. Two small restrooms are located in the vestibule of the church.

REHEARSAL

The sacristan/on-site coordinator will be present during the rehearsal at St. Mary's Catholic Church to set up microphones, chairs for the wedding party, etc... It is advisable to have your readers present at the rehearsal so they may practice with the microphone and become familiar with the acoustics of the church. You are asked to be prompt for your rehearsal time as the priest and on-site coordinator will be awaiting you. Average time for rehearsal is 45 min. to 1 hour. Extra time will not be added on to the allotted 1-hour time frame if your wedding party is late.

PUNCTUALITY

All parties involved in the wedding (the couple, bridesmaids, groomsmen, parents, altar servers, lectors, gift bearers, ushers, flower girls, and the ring bearer) should arrive and check in with the wedding coordinator at the rehearsal at least 15 minutes prior to the start time. All parties should arrive at the wedding and check in with the wedding coordinator at least 30 minutes prior to the start time. If all parties are not present at these times, or if either the start of the rehearsal or ceremony is delayed by more than 10 minutes, the late-start deposit will not be refunded.

RESPONSIBILITY FOR DAMAGE

Any damage incurred during the rental of the church—including damage done by outside musicians to the organ, piano, or sound system—is the responsibility of the bride and groom. Damage incurred to any part of the church will also result in the loss of the late-start deposit.

FURTHER INFORMATION

This contract is entered into between the bride and groom and St. Mary's Catholic Church. We are available and happy to answer questions from the bride and/or groom about logistics for the wedding liturgy; however, we cannot accept calls from a wedding coordinator/planner since they are not a party to this contract. Changes to wedding details made by any party other than the engaged couple will require confirmation with either the pastoral assistant or the wedding coordinator and the bride or groom. Should you have any other questions after reading these policies, please contact our office at 251.432.8678 x4 or email weddings@stmarymobile.org. Our mailing address is St. Mary's Catholic Church, 106 Providence St. Mobile, AL 36604.

AGREEMENT

I confirm that I have read all of these Policies and Guidelines, and I commit to adhering to all of them for the wedding I am booking at St. Mary's Catholic Church.

Signature

Date

Printed Name

I have read, understand, and agree to all policies on this page. Initial: _____