St. Mary's Cathedral
of the
Immaculate Conception
Portland, Oregon



WEDDING CELEBRATIONS AT ST. MARY'S CATHEDRAL

Policies & Procedures

1716 NW Davis St,
Portland, OR 97209
www.maryscathedral.com
(503) 228-4397

Sunday Collection

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Congratulations on your engagement and upcoming marriage! We share your joy and look forward to celebrating the Sacrament of Holy Matrimony with you at St. Mary's Cathedral.

Given marriage is a sacrament whereby a husband and wife offer themselves in a free, full, faithful, and fruitful manner, this union reflects Christ's love for his Bride, the Church. Therefore, **the policies and procedures at St. Mary's Cathedral honor the sacred character of this sacrament**.

St. Mary's Cathedral is the "mother church" of the Archdiocese of Portland, Oregon and is the Archbishop's church. Thus, it is the responsibility of the Cathedral to model good liturgy, respect liturgical norms and maintain a decorum worthy of a sacred place. *Please read this document in its entirety to understand the wedding process here.*

A. REQUIREMENTS TO BEGIN MARRIAGE PREPARATION:

It is important to note before beginning marriage preparation some key requirements and expectations that the Catholic Church, and therefore St. Mary's Cathedral, have about the sacrament of marriage. First, there must be *at least one* practicing Catholic in the wedding party (i.e. the Bride or Groom). What does it mean to be a "practicing Catholic"? To be a practicing Catholic, one must (at a minimum):

1. Observe the Ten Commandments:

1. I am the Lord your God: you shall not have strange gods before me.
2. You shall not take the name of the Lord your God in vain.
3. Remember to keep holy the Sabbath day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet your neighbor's goods.

2. Follow the Five Precepts of the Church

1. You shall attend Mass on all Sundays and on holy days of obligation (unless there is a grave reason) and rest from servile labor.
2. You shall confess your sins at least once a year.

3. You shall receive the sacrament of the Eucharist at least during the Easter season.

4. You shall observe the days of fasting and abstinence established by the Church.

5. You shall provide for the needs of the Church.

3. Assent to the Teachings of the Church

The teachings of the Church are explained in the Catechism of the Catholic Church. You can view the Catechism online for free, listen to the "Catechism in a Year" podcast by Ascension Press, or purchase a hard copy. Especially important and relevant for the sacrament of marriage are Her teachings on human sexuality and the sacrament marriage, which are found in paragraphs **1601-1666**, **2331-2400** and **2514-2533** of the Catechism of the Catholic Church.

It necessarily follows that if someone is actively practicing their Catholic faith and keeping the precepts of the Church, that they will be attending Mass every Sunday at a local parish, and thus have at least one Church where they are a "parishioner" and are known to the priest there. If either you or your fiancé are Catholic but are not currently a practicing Catholic at a particular parish, we encourage you to begin the process of actively practicing your faith and establishing yourself as a parishioner at a local parish of your choosing before making plans to get married here at the Cathedral. If you would like to register as a parishioner at the Cathedral, we ask that you speak with our rector, Msgr. O'Connor.

Second, *all Catholics of the wedding couple* (i.e. the Bride, Groom or both) must be fully initiated Catholics, meaning they have received all three Sacraments of Initiation: Baptism, Confirmation, and First Communion. Most of the time, if an adult is a practicing Catholic, they are already fully initiated, but occasionally there are individuals who are practicing Catholics who, for whatever reason, never fully completed their Sacraments (i.e. they were baptized Catholic, but they did not receive Confirmation and/or First Communion). If that is your situation, we ask that you complete your full initiation into the mysteries of the sacramental life through our OCIA program before making plans to get married at the Cathedral.

If the above conditions are met, then you are welcome to formally reach out to us to begin to plan the wedding.

B. STEPS:

I. Contact the office, (503) 228-4397, at **least 6 months** prior to your desired wedding date. In this initial contact, information such as faith of both parties, parish of attendance, the policies and procedures of the Cathedral and more will be discussed with our Pastoral Associate, Jenna Wier (see **IV**).

Note: if this is not a first marriage for you or your fiancé, or if one of you is not Catholic, please speak to your priest before planning begins.

II. Once an initial contact has been made with the office, you will either follow the steps of a Cathedral parishioner or a non-parishioner (i.e. a Catholic attending another Church besides the Cathedral…see **XIII.** for definition of a parishioner),

For Parishioners: You will need to schedule a meeting with either our Pastor or Parochial Vicar. To schedule a meeting, our priests can be emailed at the addresses found on our website.

For Non-parishioners: All couples who are not parishioners of the Cathedral but are parishioners at another Catholic Church will need to complete marriage preparation with their pastor and at their own parish in order to use the Cathedral Church for the ceremony. You will need to ask the pastor of your Church to write and submit to us a letter of good standing, stating that all Catholic parties are practicing Catholics and in good standing with the Church. In addition, if the priest who celebrates your wedding is within the Archdiocese of Portland in Oregon, then they will need to contact Msgr. O'Connor and ask his permission to marry their parishioners in the Cathedral. If the priest comes from outside the Archdiocese, they will also need to provide a letter of good standing for themselves through their chancery to celebrate your wedding here.

III. *Initial Meeting:*

For parishioners: At this first meeting, one of our priests will walk the couple through basic information about marriage preparation and help them complete the "freedom to marry" forms. Once these forms are completed and it is established that the couple is free from any impediments to a sacramental marriage, **then the $200 non-refundable deposit can be paid, and date can be reserved on the calendar**.

For non-parishioners: The date can be reserved only after the letters of recommendation and permission have been received by our office (See **II.**). Once the date is reserved, all marriage paperwork will be done at your own parish with your pastor. It is the responsibility of the couple and their priest to make sure the marriage paperwork is complete and sent to us through the proper channels before the wedding day; if it is not, they cannot be married at that time.

IV. *Marriage Preparation*: A deacon or priest will lead the couple through marriage preparation. During this time, other documents will be completed:

1) **Baptismal Certificates**: Please send an official copy from the parish you were baptized at no more than 6 months before the wedding. This certificate should include notations of your Confirmation and First Communion as well.
2) **Freedom-to-Marry Forms**: A priest or deacon will interview the bride and groom individually. Both will complete a freedom-to-marry form that attests to their willingness and freedom to marry.

3) **Witness Testimony Forms**: A priest or deacon will interview two witnesses each for the bride and groom. Witnesses should be relatives or close friends who can answer questions regarding your freedom to marry. Witnesses do not need to be Catholic.
4) **Certificate of Marriage Preparation**: At the end of marriage preparation, a certificate of completion should be received.
5) **Oregon State Requirements**: An Oregon marriage license must be purchased within 60 days of the marriage (purchase at least 3 days before the wedding to comply with Oregon's 3-day waiting period). The license should be sent to St. Mary's Cathedral for recording and afterwards it will be forwarded to the county the license was purchased in. Certified copies are available 2 weeks after the marriage. Applicants must be at least 18 years old.
Note: Both parishioners and non-parishioners will need to complete the above following as part of Marriage Preparation, either here at the Cathedral or at their parish.

V. *Meet with St. Mary's Wedding Coordinators:* The wedding coordinators will help plan the details of the wedding liturgy and help the couple select the readings. The wedding coordination fee is $400 total (our coordinator gets paid separately either check or cash at the rehearsal or wedding day...See **XIII.**), and they will reach out to you as you get closer to the wedding date.
Note: Both parishioners and non-parishioners will work with our wedding coordinators to plan the marriage liturgy.

C. OTHER CONSIDERATIONS:

VI. Wedding Planners

The couple is welcome to employ the service of a wedding planner to help them organize the non-religious aspects of their wedding (such as booking and planning the reception, invitations, choosing colors, working with a florist, transportation to and from the Church, etc.) However, because the Cathedral Church has wedding coordinators who are well-versed in the Nuptial Liturgy, we request that wedding planners refrain from being involved with anything that relates the Catholic religious ceremony itself. This includes planning the Mass (choosing readings, lectors, music during the ceremony), doing a "walk-through" of the church or of the ceremony, organizing the rehearsal of the ceremony, organizing the wedding party in the church, cueing members of the wedding party as the ceremony begins, etc. All of this is covered by our wedding coordinators, and at least one wedding coordinator will be present the day of the wedding to have the ceremony move smoothly. If a wedding planner needs clarification on their role vs. the role of wedding coordinators or if they have any other questions, they are welcome to contact our Pastoral Associate, Jenna Wier.

VII. Marriage Liturgy

If both parties are practicing Catholics, the Sacrament of Matrimony should take place within a Nuptial Mass. Marriages between a Catholic and non-Catholic Christian (or a non-baptized person), take place within the Rite of Marriage outside of Mass.

1) **Times for weddings**: Weddings at the Cathedral are scheduled on Saturday at 2:00PM (the wedding party has use of facilities from 12:30PM until 3:45PM)
2) **Rehearsals**: Rehearsals are scheduled on Friday from 2:00PM until 3:30PM.
3) **Music**: St. Mary's wedding coordinators will connect the couple to the Director of Sacred Music, Angela Westhoff-Johnson. Angela will assist the couple in choosing music. St. Mary's Cathedral follows the guidelines of the Catholic Church regarding appropriate music for liturgical celebrations, including weddings. *No outside musicians are permitted*. If the party wishes, an outside singer may present ONE hymn, which must be approved by our Music Director. The cost per musician at the Cathedral (cantor and organist) is $250 and they get paid separately, either check or cash the day of the wedding.

VIII. Bridal Room & Parish Hall

Because of ongoing construction of the Cathedral buildings, the Cathedral does not currently have an available parish hall to use for a reception after the ceremony or a "bridal room" for the bride to use prior to the ceremony. Depending on weather and availability, the bride can use the courtyard or the working sacristy in the back of the church. The wedding party may place their belongings in the pews prior to the start of the ceremony.

IX. Dress Code

The Wedding Dress*:* The wedding dress should be respectful and modest. The bride's shoulders, chest, back, and mid-section must be covered with no visible cleavage or undergarments. Dresses must reach below the knee while sitting with no large slits on the sides. Most bridal companies offer 'modest' gowns and almost all bridal shops offer the possibility of modifications.
Bridesmaids: The bridesmaids' shoulders, chest, back, and mid-section must be covered. No visible cleavage or undergarments. Dresses must reach below the knee while sitting with no large slits on the sides.
Groom/Groomsmen: As with the rest of the wedding party, the groom and groomsmen are kindly asked to note "*the importance of the wedding and its sacred character. These exclude any practical jokes, outlandish costumes, or anything that would be out of place in a Catholic liturgy.*" (Archdiocese Liturgical Handbook 11.3.10) In general, suits and ties are in keeping with the suit of the groom. The groom is typically dressed in black and wears a white shirt: black symbolizes his dying with Christ; white is meant to symbolize his purity of heart. (From 'Be Devoted').
Others: In respect for the sacredness of the church, we ask your wedding party and guests to dress modestly and, if needed, to use wraps or shawls

X. Photographers and Videographers

Photographers and videographers are permitted to take pictures and video around the altar before and after the ceremony. They may also use the courtyard.

Flash photography may only be used during the opening processional as well as the closing recessional. ***Once the bride and groom are in place at the altar and during the ceremony, no flash photography is permitted. Photographers and videographers are never permitted up the steps of the sanctuary (around the altar) during the wedding ceremony.***

Photographers and videographers should remain unobtrusive throughout the ceremony, respecting the sacred character of the Cathedral and the wedding itself.

XI. Flowers

Couples make their own arrangements for flowers. Before ordering, please check with the wedding coordinators to make sure the flower arrangements are appropriate for the Cathedral and liturgical season.

Please note:

1) Flowers are never placed on the altar, nor should their placement touch the altar.
2) The wedding party is also responsible for the removal of the flowers after the ceremony.
3) If the wedding is scheduled within 2 weeks of Christmas Day or one week after Easter Sunday, the wedding party must use the floral arrangements in the Cathedral.
4) The standard set up for flowers in the Church is an arrangement placed at the base of the altar (not to exceed the height of the altar) and smaller arrangements placed beneath the statues of Jesus and Mary on the left and right sides of the Church, respectively.
5) Couples may have flowers hanging from the ends of the pews along the center aisle but are asked to refrain from placing arrangements on the floor in the aisle due to tripping hazard.
6) No glass vases filled with water may be used for flower arrangements due to potential for breakage and spillage.

XII. Miscellaneous

1) The standard practice at the Cathedral is to have four lit candles around the altar. Other candles are not permitted, including unity and sand candles.
2) Altar servers are provided by the Cathedral. Should the couple request altar servers, we will provide 2 altar servers, who should be given a stipend of $20 each.
3) Rice and birdseed are never permitted in the Cathedral or on Cathedral steps. Flower petals are not allowed either as this presents a slipping hazard.

4) If either party are deemed to be under the influence of alcohol and/or drugs the day of the wedding, then the marriage cannot take place.

XIII. Fee Information

1) There is a non-refundable $200 reservation fee given at the time the date is set. This may be paid via or check made out to St. Mary's Cathedral with "wedding deposit" in the memo line, or via cash. Note that this deposit goes toward the overall fee for use of the Church.
2) There are two categories of fees for weddings at St. Mary's Cathedral:

   Parishioners: A "parishioner" is a practicing member of our church who is known to our priest and who has consistently attended Sunday Mass at the Cathedral for at least 6 months. The cost for the use of the Cathedral by a parishioner is $1,000 (this does not include the Cathedral wedding coordinators or musicians). This may be paid via check or cash to the parish office.

   Non-parishioners: Couples who are parishioners at another parish must have their pastor contact Msgr. O'Connor. The cost for the use of the Cathedral by a non-parishioner is $1,700 (this does not include the Cathedral wedding coordinators or musicians). This may be paid via check or cash to the parish office.

3) Fees for the use of the Cathedral are the property of the Cathedral (not the Priest/Deacon who celebrates).
4) If a couple wishes to give an honorarium to the Priest or Deacon presiding, it should be clearly indicated with his name and given to him personally.

CHECKLIST OF WEDDING POLICIES AND PROCEDURES

- ○ Call parish office at (503) 228-4397
- ○ One or both parties are a practicing Catholic and belong to a parish
- ○ Approval from Msgr. O'Connor (if Cathedral parishioners, appointment scheduled with one of our priests; if non-parishioners, letters from Pastor received)
- ○ If parishioners: Initial appointment scheduled, and freedom-to-marry forms completed
- ○ Wedding date/time confirmed, and $200 non-refundable reservation fee paid (check, cash, or online) and provided the name and contact information of the Priest or Deacon presiding if different from Msgr. O'Connor or Fr. Martell
- ○ Completed the necessary documents (see IV)
- ○ Met with St. Mary's wedding coordinators who assist the couple with planning (i.e., readings, music, rehearsal).
- ○ Parishioner fee for the use of the Cathedral $1,000 OR non-parishioner fee $1,700 paid one month before the wedding (this can be paid check or cash)
- ○ Paid wedding coordinator at rehearsal ($400). The wedding coordinator is paid separately, either check or cash
- ○ Paid musicians before wedding begins ($250 per musician). Musicians are paid separately, either check or cash

**Before the wedding begins, please ensure musicians and wedding coordinators have received payment*

WEDDING FEE BREAKDOWN

1) $200 non-refundable fee to reserve a wedding date (this is included in total)
2) $1000 parishioner fee or $1700 non- parishioner fee for use of St. Mary's Cathedral
3) $400 wedding coordinator fee
4) $250 per musician
5) $20 each for altar servers (optional)

**Presider, floral and photography/videography fees are separate from the ones listed above at St. Mary's Cathedral*

WEDDING POLICIES AND PROCEDURES AGREEMENT

St. Mary's Cathedral, Portland, OR

I have read and understood the wedding policies and procedures for St. Mary's Cathedral in Portland, OR, and I will abide by all of them.

Bride _____

Groom _____

Date _____

Please return this signed form to the Cathedral with your reservation fee. Thank you!

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