



ST. MARY'S CATHEDRAL
of the
IMMACULATE CONCEPTION
Portland, Oregon



WEDDING CELEBRATIONS AT ST. MARY'S CATHEDRAL

Policies & Procedures

1716 NW Davis Street
Portland, OR 97209
503-228-4397
www.maryscathedral.com



Sunday Collection

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.*

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 Slotnick (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. **Parishioners:** Once an initial contact has been made with the office, and if you or your fiancé are Cathedral parishioners, you will need to schedule a meeting with Msgr. O'Connor by emailing him at **goconnor@archdpdx.org**. If you or your fiancé are not parishioners of the Cathedral, but are looking to start marriage prep here in order to be married in a Catholic Church out of state, please note that we can only prepare couples who are parishioners of the Cathedral (See X. for definition of a parishioner)

Non-Parishioners: *If you or your fiancé are not Cathedral parishioners and are doing marriage prep elsewhere but would like to get married in the Cathedral church, then you will need to ask the Pastor of your church to write and submit to us a letter of good standing, stating that you (or they) are a practicing Catholic and in good standing with the Church. In addition, if the priest who celebrates your Nuptial Mass 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 need to provide a letter of good standing for themselves through their chancery to celebrate your wedding here.*

- III. **Parishioners:** at this first meeting, Msgr. O'Connor 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 to marry, **then the \$200 non-refundable deposit can be paid, and date can be reserved on the calendar.**

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.*

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.
- 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 2 witnesses each for the bride and groom. Witnesses should be relatives or close friends who can answer questions regarding your freedom to marry.
- 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.

V. Meet with St. Mary's Wedding Coordinators. The wedding coordinators will help plan the details of the wedding liturgy and pick readings. The wedding coordination fee is \$400 (\$200 each; coordinators get paid separately either check or cash at the rehearsal or wedding day...See X.), and they will reach out to you as you get closer to the wedding date.

VI. 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, either at 10:30AM (the wedding party has use of facilities from 9:00AM until 12:30PM) or at 2:00PM (the wedding party has use of facilities from 12:30PM until 3:45PM)
- 2) **Rehearsals:** Rehearsals are scheduled on Fridays anytime from 1:30PM until 3:15PM or from 3:30PM until 5:15PM.
- 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 song. The cost per musician is \$250 and they get paid separately, either check or cash the day of the wedding.

VII. 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 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.

VIII. 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.

IX. Other Considerations

- 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 welcome as requested by the couple, but generally not needed. Should the couple request altar servers, they should arrive 15 min before the ceremony.
- 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, then the marriage cannot take place.

X. 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 2 categories of fees for weddings at St. Mary's Cathedral:

Parishioners: *A parishioner is a member who has consistently attended Sunday Mass at the Cathedral for at least 6 months and who gives to the Cathedral Church according to their means.* 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
- ☐ Approval from Msgr. O'Connor (if Cathedral parishioners, appointment scheduled with Msgr.; if non-parishioners, letters from Pastor received)
- ☐ Initial appointment scheduled, and freedom-to-marry forms completed
- ☐ Wedding date/time confirmed, and \$200 non-refundable reservation fee paid (check or cash)
- ☐ Met with St. Mary's wedding coordinators who assist the couple with planning (i.e., readings, music, flowers, photography/videography, rehearsal).
- ☐ Parishioner fee for the use of the Cathedral \$1000 or non-parishioner fee \$1700 paid one month before the wedding (this can be paid check or cash)
- ☐ Completed the necessary documents (see IV) and provided the name and contact information of the Priest or Deacon presiding if different from Msgr. O'Connor
- ☐ Paid wedding coordinators at rehearsal (\$400, \$200 each). Wedding coordinators are 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
- 2) \$1000 parishioner fee or \$1700 non-parishioner fee for use of St. Mary's Cathedral
- 3) \$400 wedding coordinator fee (\$200 each)
- 4) \$250 per musician
- 5) \$20 each for altar servers

**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. I will abide by all of these.

Bride _____

Groom _____

Date _____

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



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