



## *St. Mary's Cathedral*

22 WEST KIOWA - COLORADO SPRINGS, CO 80903

PHONE (719) 473-4633

WWW.STMARYSCATHEDRAL.ORG

### **St. Mary's Cathedral Wedding Policies and Guidelines**

St. Mary's Cathedral welcomes you to our marriage preparation and wedding planning processes. Following is an overview of the processes you must follow to celebrate your sacrament at St. Mary's Cathedral.

#### **Preparation:**

- Begin marriage preparation **at least 12 months before your anticipated wedding date.**
- Schedule your initial marriage preparation meeting with St. Mary's Cathedral clergy. Please know that if you are a St. Mary's parishioner, you must meet with one of our priests at least three times during the preparation process. This is especially important if you are going to ask one of them to be the celebrant.
- Reserve the date for your wedding: To reserve the Cathedral for your anticipated wedding date, contact the Cathedral office to determine whether your anticipated wedding date is available on the Cathedral calendar, fill out the wedding agreement (part of this packet) and make the initial payment.
- Meet with St. Mary's Wedding Liturgy Coordinator and Music Coordinator, **at least six months prior to your wedding date** to help you plan your ceremony.
- **Complete your marriage preparation process.**  
For the Diocese of Colorado Springs, the preparation process includes:
  - **Initial interview with the priest or deacon**
  - **Facilitating Open Couple Communication, Understanding & Study (FOCCUS) inventory process or similar inventory**
  - **Catholic Engaged Encounter or similar retreat**
  - **Natural Family Planning (NFP)**
  - **Marriage preparation (Pre-Cana) class**
  - **Final meeting with priest or deacon to review all necessary paperwork**

If your marriage preparation is being conducted outside of St. Mary's Cathedral parish, but within the boundaries of the Diocese of Colorado Springs, your pastor needs to ensure that your completed marriage preparation file arrives at St. Mary's Cathedral **at least four weeks prior** to your wedding date.

If your marriage preparation is being conducted in a diocese outside of the Diocese of Colorado Springs, meet with your local priest, deacon, or other person responsible for

marriage preparation to complete the requirements of your diocese. Once your marriage preparation is complete, your completed marriage preparation file must be sent from your parish to your local Diocesan Tribunal which will forward it, after it has been approved, to the Diocese of Colorado Springs Chancellor's office **at least six weeks prior** to your wedding date with a letter indicating your marriage is to take place at St. Mary's Cathedral.

- Other Requirements: If either the bride or groom has been previously married or lived in a common law union and is divorced, please discuss this with either the priest, deacon or other person responsible for your marriage preparation as a declaration of nullity will have to be granted before you can schedule a wedding date at St. Mary's Cathedral. Please be aware that if your declaration of nullity has a *monitum* or *vetitum* attached to it, it must be lifted at least six months before the wedding date.

## **Scheduling:**

### Wedding

- Weddings may be scheduled on **Saturdays at 1:00 pm.**
- The Cathedral is used for a variety of liturgical celebrations and events; therefore, weddings must start and end on time.
- Weddings will start provided the bride, groom, witnesses and presider are present.
- Weddings not starting on time run the risk of musicians, guests, and others not being available for the ceremony.
- Weddings starting after the scheduled start time will not be able to extend for pictures or any other activity beyond 3:00 pm.

### Rehearsal

- Rehearsals take place the evening before the wedding at 5:00 pm.
- Rehearsals will be led by the Wedding Liturgy Coordinator.
- **Rehearsals will begin on time and last approximately one hour.**

## **Fees and Stipends:**

- The parishioner fee for weddings at St. Mary's Cathedral is \$750.
  - Please see the Required Fees page for the definition of a parishioner.
  - If you are a parishioner and your family's means are limited, you may request a tithing sheet from the Cathedral to calculate your fee.
  - It is also possible to celebrate your wedding in a simple, way. This means only the bride, groom, two witnesses, immediate family and celebrant will be present. The ceremony will take place without music.
- The non-parishioner fee is \$1,200.
- Your reservation for the Cathedral will be considered tentative until the appropriate signed and dated Agreement (Parishioner or Non-Parishioner) is received along with one half of the requested fees and the initialed Liturgy Wedding Guidelines.
- **All fees must be paid in full at least one month prior to your wedding date.**
- Checks should be made payable to "St. Mary's Cathedral" with a note in the memo line that reads, "Wedding" and the wedding date. Checks can be dropped off in person to the Cathedral office during business hours or mailed to the Cathedral.

- **Musician stipends are separate from the Cathedral fee. Typically, the cost for the Cantor and keyboardist is \$200.00 each.** This should be worked through the Music Coordinator and delivered to the Wedding Liturgy Coordinator prior to the wedding.

### **Liturgy and Music Planning:**

**The *Order of Celebrating Matrimony* and the Lectionary are the liturgical books approved for use in the Catholic Church. All wedding ceremonies must take place according to the manner described in the ritual book.**

The sacraments were instituted by Christ as a divine help to live a holy life and attain eternal salvation. They have been handed down to us from the Apostles through the Church. The liturgy used in their celebration, therefore, is regulated by the Church. Catholics have a right to the liturgy celebrated per the approved liturgical books. Catholics do not have the right to deviate from the prescribed ritual. We revere and respect your wedding as a holy and sacred celebration. We encourage you to make your wedding plans with the realization that the whole Church is rejoicing and celebrating with you. Your decisions and plans for your liturgical celebration must reflect the norms of the Catholic Church and the holiness of this sacrament. Our Wedding Liturgy Coordinator will assist you in planning your liturgy.

- **You are responsible for requesting a Cathedral priest or deacon to celebrate your wedding.**
  - The pastor of the Cathedral Parish has ordinary jurisdiction to celebrate the sacrament of matrimony. All other clergy must receive permission and delegation from the pastor to validly witness a wedding at St. Mary's Cathedral.
- If both parties are baptized Catholics, the marriage celebration will take place Within Mass. If one of the parties is non-Catholic, the marriage ceremony will take place Outside of Mass (i.e., without Holy Communion).
- You are responsible for arranging meetings with the Wedding Liturgy Coordinator and Music Coordinator **at least six months prior** to your wedding date.
- The Wedding Liturgy Coordinator will meet with you to discuss the options for your wedding liturgy including the form (Within or Outside of Mass), procession, selection of readings, prayers, Mass parts and recessional.
  - Prior to meeting with the Wedding Liturgy Coordinator, you should request a copy of the "Together for Life" book from the parish. Prayerfully go through the entire book and choose parts from each section.
- The Music Coordinator will help you plan the music for your wedding and will coordinate all cantors and/or instrumentalists. The Music Coordinator must approve all music selections. The Music Coordinator will provide a copy of the St. Mary's Wedding Music Memo which gives guidance on music selections. Only music appropriate for a communal, liturgical celebration will be permitted. Pre-recorded music is not permitted in the Cathedral.

**Parking:**

- Cathedral parking is on the west side of the church. Additional parking for wedding guests on Saturdays may be available in the bank parking lot, east of the Cathedral.
- All vehicles must be removed from the Cathedral or bank parking lots no later than one hour after the ceremony concludes to avoid occupying parking spots needed by parishioners attending Mass or other events at the Cathedral.
- Vehicles left in the parking lot after 10:00 PM may be towed at the owner's expense.

## St. Mary's Cathedral Contacts

Rector– Very Rev. Jaimes Ponce [jponce@diocs.org](mailto:jponce@diocs.org)

Parochial Vicar – Fr. Thomas Pressley

Parish Secretary - Mrs. Eva Warren [ewarren@stmaryscathedral.org](mailto:ewarren@stmaryscathedral.org)

	<b>English Weddings</b>	<b>Spanish Weddings</b>
Clergy Point of Contact	Deacon Mark Griffith <a href="mailto:mgriffith@diocs.org">mgriffith@diocs.org</a>  Fr. Thomas Pressley <a href="mailto:tpressley@diocs.org">tpressley@diocs.org</a>  Very Rev. Jaimes Ponce, <a href="mailto:jponce@diocs.org">jponce@diocs.org</a>	Fr. Jaimes Ponce <a href="mailto:jponce@diocs.org">jponce@diocs.org</a>  Fr. Thomas Pressley <a href="mailto:tpressley@diocs.org">tpressley@diocs.org</a>
Wedding Liturgy Coordinator	Mrs. Sara Akins <a href="mailto:saakins11@hotmail.com">saakins11@hotmail.com</a>	Ms. Minita Sotomayor <a href="mailto:soto.minita11@gmail.com">soto.minita11@gmail.com</a> 757-320-6535
Music Coordinator	Mrs. Valerie Niemerg <a href="mailto:vniemerg@stmaryscathedral.org">vniemerg@stmaryscathedral.org</a>	Mr. Francisco Mayo <a href="mailto:chavohonda@yahoo.com">chavohonda@yahoo.com</a>

## **Sacrament of Holy Matrimony - Liturgical Wedding Policies**

- \_\_\_\_\_  
Initials
- A. Appropriate Attire for the Bridal Party:** The wedding is a public act of worship offered to God by the assembled community. Out of respect for God and neighbor, clothing must be in accord with the principles of Christian modesty. For men, minimum acceptable attire is a collared shirt, tie, and dress slacks. Men are not permitted to wear hats in the Cathedral. For women, their backs, shoulders, and chests should be covered, and dresses or skirts should go to below the knee.
- \_\_\_\_\_  
Initials
- B. Appropriate Behavior:** Because the Cathedral is a consecrated building, the wedding party and all guests must respect the sacred nature of the space. The Blessed Sacrament is reserved in the Cathedral; all are expected to maintain a prayerful silence in the worship space during the rehearsal, and before and after the wedding. Conversations, greetings, and comradery rightly belong in the Narthex/Gathering Space. People talking in the worship space may be asked to leave.
- \_\_\_\_\_  
Initials
- C. Candles:** Altar candles, provided by the church, are lit at all liturgical celebrations. Candles, hurricane lamps, etc., from florists may not be used **anywhere** in the church. Use of a Unity or Remembrance Candle is not part of the Roman Rite and is not allowed.
- \_\_\_\_\_  
Initials
- D. Photos:** Depending on the Cathedral schedule, pictures may be taken one **hour before or after** the ceremony. These times can be scheduled with the Administrative Assistant when scheduling the ceremony. Candid photographs during the liturgy by family members and friends are discouraged. Photographers should speak to the priest or deacon before the ceremony regarding taking pictures during the liturgy. **The use of flash photography during the liturgy is restricted out of reverence for the ceremony.** Each couple is responsible for providing their photographer with this information.
- \_\_\_\_\_  
Initials
- E. Decorations/Flowers:** The church will be available **one hour** before the wedding for decorating. Aisle runners are not allowed for safety reasons. Arches are **not** permitted. Decorations on the end of the pews cannot be attached using clamps or tape; ribbon is recommended. Plants and other decorations in the church are **not** to be moved without permission from the Rector. Flower stands are available. When planning your wedding liturgy with the coordinator, discuss which liturgical season it will be on your wedding day. The coordinator can give you an idea of the liturgical colors and decorations that will be in use at the time of your wedding.
- \_\_\_\_\_  
Initials
- F. Other Particulars:** The use of rice, birdseed, popcorn, confetti, bubbles, potpourri, flower petals (fresh or artificial), glitter (on clothing or decorations), etc. is **not** permitted inside or outside the Cathedral. No live animals, except for service animals, will be allowed in or around the Cathedral. Children serving as flower girls or ring bearers, should be able to traverse down the aisle unassisted (e.g. no toy wagons, bicycles, etc.)
- \_\_\_\_\_  
Initials
- G. Miscellaneous:** The Cathedral does not provide a place for the bride, groom, or wedding party to dress. The restrooms are located on the east side of the church adjacent to the gathering space, next to the Vesting Sacristy. Food and drink (except water) are **not** allowed in any area of the building. If an open alcohol container is seen before the wedding, the wedding will not take place and must be rescheduled for another day.

Since we hold many weddings at the Cathedral, it is imperative that these policies and guidelines be followed. Your signature on the appropriate **Agreement** page and initials on this page represents your willingness to comply with our policies and procedures. The celebrant or Rector reserves the right to make the final decision as to whether the wedding will take place. You are welcome to contact us to discuss these policies and guidelines or if you have questions.

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### **Required Fees**

	Parishioner	Non-Parishioner
Required Fees*:	\$750.00 (or tithe)	\$1,200.00

A parishioner is defined as one who lives within the territorial boundaries of the parish, or is registered with St. Mary's Cathedral, attends Mass regularly, and contributes a tithe or offering on a regular basis for at least a year. Note that unless you volunteer for a ministry, offerings by envelope, check, or credit card are the only means we know you are a participating member of the parish. Though the Catholic Church is universal, Catholics only have a *right* to be married in their own parish church. If you are a parishioner and your family's means are limited as to not be able to afford these minimal fees, you may request a tithing sheet from the office to calculate your fee. It is also possible to celebrate your wedding in a simple way. This means only the bride, groom, two witnesses, immediate family and celebrant will be present, and the ceremony will take place without music.

\* Please note that the musician fees are not part of this fee and are to be paid separately as explained elsewhere in the wedding policy.

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**Parishioner Wedding Agreement**

\_\_\_\_\_ and \_\_\_\_\_  
(Groom) (Bride)

Address:	Address:
E-mail:	E-mail:
Phone #:	Phone #:

Who wish to be married at St. Mary's Cathedral on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)

Understand that by signing this agreement, we promise to abide by the policies and guidelines set forth in this packet. We understand the fee to the church agreed upon for this wedding will be \$750 or the amount calculated in the attached tithing sheet. A down payment of \$375 (or 50% of total) must accompany this form and is not refundable. We will pay the balance no later than one month before the date of our wedding.

Also, we understand and agree that the celebrant or Rector reserves the right to make the final decision as to whether the wedding will take place.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Return this form with your initial payment of \$375 to the  
St. Mary's Cathedral Parish Office*

For Office Use Only

Received on: \_\_\_\_\_

Check No. \_\_\_\_\_ Amount: \_\_\_\_\_



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**Non - Parishioner Wedding Agreement**

\_\_\_\_\_ and \_\_\_\_\_  
(Groom) (Bride)

Address:	Address:
E-mail:	E-mail:
Phone #:	Phone #:

*Who wish to be married at St. Mary's Cathedral on \_\_\_\_\_ (date) at \_\_\_\_\_ (time)*

Understand that by signing this agreement, we promise to abide by the policies and guidelines set forth in this packet. We understand the fee to the church agreed upon for this wedding will be \$1200. A down payment of \$600 must accompany this form and is not refundable. We will pay the balance no later than one month before the date of our wedding.

Also, we understand and agree that the celebrant or Rector reserves the right to make the final decision as to whether the wedding will take place.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Return this form with your initial payment of \$600 to the  
St. Mary's Cathedral Parish Office*

For Office Use Only

Received on: \_\_\_\_\_

Check No. \_\_\_\_\_ Amount: \_\_\_\_\_