

## **GUIDELINES FOR THE CELEBRATION OF THE SACRAMENT OF MATRIMONY AT ST. MARY'S**

**St. Mary's Catholic Church, German Village  
684 South Third Street, Columbus, 43206  
614.445.9668**

Congratulations on your engagement! You are about to embark on one of life's most wonderful experiences created by God – the marriage of man and woman.

Thank you for considering St. Mary's Church to celebrate your wedding day. This historic church has been important to the faith life of Catholics in South Columbus for over 150 years.

These wedding guidelines will serve to inform you of our wedding policies and expectations. They have been prepared so that your marriage in our parish will be in conformity with the Church's understanding of Christian Marriage and Columbus Diocesan Guidelines.

We will do whatever we can to help you celebrate your wedding joyfully and with the dignity it deserves. As you express your love for one another it is our hope and prayer that your wedding is one in which you, your families and guests come to know the love of God in a more profound way. More than just preparing for a wedding, we hope to get you started in your preparation for a fulfilling and lifelong marriage. We look forward to walking with you on this aspect of your journey of life and faith.

If questions arise, or if these guidelines need further clarification, feel free to contact Mary Kelly Minner by email at [st.maryweddings@gmail.com](mailto:st.maryweddings@gmail.com)



***\*\*Please note: The St. Mary staff and clergy make it a practice not to deal with any third party in answering inquiries, making reservations or in discussing or planning any aspect of your wedding. It is important that you – the engaged couple, who are making this mature commitment to marry – handle all details of your wedding personally. We do this to avoid any type or remote possibility of misunderstanding, miscommunication, misconception or misinformation which may occur in dealing with parents, relatives, friends and wedding consultants. We interact only with the bride and groom - please inform parents, relatives, friends, wedding consultants and others of our practice.***

**Eligibility:**

Our church will be available for weddings of members of our parish, and for couples who are not members, provided that either the bride or groom is a *practicing* Catholic.

Previous Marriage: If either the bride or groom has been previously married, either in a church or civilly (courthouse, Justice of the Peace), a Church annulment of the previous marriage is necessary before re-marriage in the Church. This applies to both Catholic and non-Catholics. If you are divorced and have not yet received an annulment, you cannot schedule a wedding until one has been granted. Please speak to our Pastor or Deacon. A Church annulment is different than a court annulment granted through the state when a couple seeks divorce and must be procured through a process set forth by the Church Tribunal.

Non-Practicing Catholics: The request to be married in the Catholic Church implies that the bride and/or groom is a practicing member of a Catholic faith community. Being married in the Catholic Church at least implies that one agrees with the Church and wants God involved in their relationship - not practicing the faith runs contrary to this. As such, all Catholics are reminded of their obligation to weekly Sunday Mass attendance, and their responsibility to support the Church with their time, talent and treasure.

Non-parishioners are asked to request a letter from their Pastor giving them permission to marry outside their home parish.

**Setting the Date:**

Please contact us before you make any other wedding plans (e.g. receptions,) as some couples in the past have made the mistake of booking reception venues before St. Mary's - only to find that other marriages were already scheduled here for the same desired date and/or time.

Couples must make arrangements for their wedding by contacting the parish wedding coordinator as early as possible. **(A minimum of SIX months prior to the date desired.)**

Due to the number of weddings at our parish, early planning is necessary to try to accommodate your preferences of a wedding date and time. In addition, our marriage formation program, *Witness to Love* is designed to be completed over a six-month period. (8-9 months is preferred)

Clergy availability, as well as other liturgies and events scheduled in the parish may restrict the time of your wedding on a certain day. Weddings are not celebrated on Sundays, Holy Days, holiday weekends or on the eve of major holidays (i.e. New Year, Christmas). Weddings are discouraged during Lent and Advent. (If a marriage is to take place during Advent or Lent, plans should respect the special nature of the liturgical season.)

A date can only be confirmed after an initial meeting with the parish wedding coordinator.

**Presider:**

The Pastor or Deacon from St. Mary's will usually preside at all St. Mary wedding liturgies. However, with the Pastor's approval, a Catholic priest or deacon licensed in Ohio and in good standing will be welcome.

If your presider is not currently working in the Diocese of Columbus, he is asked to provide a testimonial letter of suitability - "Letter in Good Standing" - from his Diocese or Religious Order well in advance of the wedding. This is standard procedure throughout the Church. The Priest or Deacon presiding at your wedding also must be registered in the State of Ohio as an authorized minister of marriages. If he is not, he must follow the instructions for officiant registration, which can be found at: <https://www.sos.state.oh.us/records/minister-licenses>

### **Wedding Liturgies:**

In accord with diocesan policy, if the bride and groom are both practicing Catholics, celebrating the Sacrament of Matrimony Within Mass is the norm and a priest will preside over the ceremony. Celebrating the Sacrament Outside of Mass is the norm for the marriage between a Catholic and non-Catholic to ensure full participation in the liturgy by the non-Catholic party and his/her family. Either a priest or deacon will preside. A Mass is not an option if the non-Catholic party has not been baptized.

### **Liturgy Times:**

Saturday Weddings Within Mass can be scheduled for 1:30pm or earlier only. Saturday weddings Outside of Mass can be scheduled at 1:30pm or in the evening at 6pm. Weddings may be scheduled on other days if there is no conflict with school or parish activities - please discuss with St. Mary's Wedding Coordinator. *Since we have an elementary school and usually have Saturday weddings, Friday weddings can only be scheduled for 4:00 or 4:30pm during the school year.*

### **Wedding Fees:**

Although the sacraments are gifts of the church provided to the faithful at no cost, the cost to our parish is real and significant. It takes serious time and resources, as well as the efforts of many talented people to help you prepare for, arrange and celebrate your wedding. Please see the fee schedule attached to this document.

### **Music:**

Music contributes greatly to the celebration of any liturgy, and as such creates a wonderful atmosphere of celebration for your wedding. Since a Christian wedding is a sacrament of the Church as well as a personal event, the religious nature of the ceremony and music must be carefully preserved. St. Mary Church offers a wide variety of musical accompaniments for weddings, including violin, trumpet, cello, etc. The Director of Music will contact you approximately 6 months prior to your scheduled wedding to discuss selections as well as fees.

## Necessary Documents

### **Deposit, Wedding Agreement & Wedding Registration Form:**

You will be given a Wedding Registration Form and a Wedding Agreement. Please complete, sign, and return with your deposit to St. Mary's to confirm your date on the parish wedding calendar.

### **Certificates:**

A newly issued Baptismal Certificate (“**with Notations**”), certified and issued by the parish where the Catholic was baptized, is required of all Catholic parties. It can be mailed directly to St. Mary's from the church of Baptism. (This certificate should be dated not more than six - eight months prior to the date of marriage.)

Someone baptized in another Christian tradition is asked to furnish a copy of their Baptismal Certificate or a letter stating the place and date of the baptism and verifying that the person has indeed been baptized.

In the case of a second marriage, either a copy of a death certificate of one's former spouse or a Decree of Nullity from an Ecclesiastical Court must be provided.

### **Civil Marriage License:**

A Civil Marriage License from the State of Ohio must be given to the priest, deacon or wedding coordinator well in advance of the wedding. An application for marriage license must be made under oath by BOTH parties to the probate court of the Ohio county in which either party resides up to 60 days before the wedding.

For more information about applying for a license in Franklin County, go to:

<https://probate.franklincountyohio.gov/departments/marriage> or call (614) 525-3108. Note: By law, the wedding cannot be celebrated without a valid civil marriage license. At the very latest, the marriage license packet must be brought to the wedding rehearsal.



## Marriage Formation

***“Your wedding day is one day, but your marriage lasts a lifetime.”***

At St. Mary’s we use the *Witness to Love* (WTL) program for marriage formation. *Witness to Love* is designed to help engaged couples grow together and understand the Church’s teachings on Sacramental Marriage. The engaged couple chooses a mentor couple to accompany them on this journey, which includes six monthly meetings with the mentor couple in the time leading up the wedding day to learn to communicate, work on important virtues to have a happy marriage, and form a relationship with that couple that will be a support to them throughout their marriage.

Some of the steps for the WTL Marriage Formation program include:

- Completing a PMI inventory. (FOCCUS)
- Meetings with the presider (Priest or Deacon,) and Marriage Preparation Coordinator.
- Selecting a mentor couple and meeting with them monthly.
- Attending a Parish or Diocesan Marriage Retreat
- Completion of an online *Introduction to Natural Family Planning* course.

For more information about Witness to Love, go to:

<https://witnessstolove.org/couples/engaged-couples/>

### **Non-Parishioner couples:**

It is most appropriate for couples to complete marriage preparation in their home church to stay connected to their community and life of that parish. For this reason, St. Mary’s asks that non-parishioner couples complete their preparation in their home parish.

If you are doing all of your marriage preparation in another diocese, the priest, deacon or pastoral minister preparing you for marriage will require the same documentation that we do in creating your “marriage file.” It is important that your complete file be sent to the chancery office of the diocese where your preparation took place for their careful review and approval. That diocese, in turn, will forward the approved marriage file to the Chancery Office of the Diocese of Columbus who then will forward your file to St. Mary’s. Given the added time for chancery reviews, please make sure that you take this time factor into consideration, and that the priest, deacon or pastoral minister preparing you for marriage follows this procedure as part of Church law. We must receive your complete marriage file at least one month prior to your wedding.

If you are doing your marriage preparation in another church in the Columbus Diocese, that file may be sent directly to St. Mary’s.

A letter from your priest, deacon or pastoral minister confirming that this will be completed is required. St. Mary’s wedding coordinator can provide more information.

## Weddings at other Churches

St. Mary can assist members in preparing for a marriage ceremony taking place at another parish. The fee is \$150, and the check must be presented to St. Mary's at the start of the process. The Catholic party/parties must be active, registered members of St. Mary's. This process takes at least six (6) months and must be completed at least two (2) months prior to the wedding date in order to get the proper paperwork processed and sent to the diocese where the wedding is taking place. For more information, please contact Mary Kelly Minner, Marriage Preparation Coordinator. ([st.maryweddings@gmail.com](mailto:st.maryweddings@gmail.com))



## Ceremony & Liturgy Considerations

From our vast experience with weddings at St. Mary's we know what works and what does not, what is proper to the liturgy and what is not. Some things may work in another church, some churches may permit things that we do not. Keep the following in mind.

### Bridal Party:

It is natural for engaged couples to want to include many of their close family members and friends as bridesmaids and groomsmen. However, if the bridal party is too large - the processional becomes a "parade" and takes away from the sacred nature of the marriage ceremony. Available space in the sanctuary and pews can also be a problem in this situation. For these reasons, St. Mary's asks that the **maximum** number of attendants be kept to sixteen - eight bridesmaids, eight groomsmen, exclusive of the ring bearer and flower girl.

Any children participating in the Entrance Procession as flower girls or ring bearers should be at least **three years** of age. It is our experience that children younger than three typically become stressed, frightened or over-excited and can disrupt or delay the beginning of the ceremony. This becomes a distraction from the solemnity of the occasion. We suggest younger children can be part of the bridal party for pictures, etc... but not for the procession.

Ushers have an important task to perform before the ceremony begins. *To be an usher at a wedding is a ministry of hospitality.* Their primary role is to welcome the guests and to seat them or direct them to seating so that they may feel welcome at this celebration. It is important that by their own dignified manner and decorum, ushers foster an atmosphere of reverence and respect for the sacred space of the church. Ushers should maintain a quiet atmosphere in St. Mary's as guests enter. Guests should only be escorted into the church when they are genuinely ready to observe quiet and prayerfulness appropriate to the sacred space. Seating should start 20 minutes before the ceremony is scheduled to begin. The

wedding couple will have selected special prelude music to be played for this 20-minute period while guests are being seated.

All bridal attire must be modest and appropriate to the sacredness of a wedding liturgy.

**Entrance Procession and Dismissal:**

The Celebration of Matrimony emphasizes the equality of both husband and wife, created in the image of God and called to be co-creators with Him. Couples are asked to respect this equality by incorporating the parents of both husband and wife in the prelude or procession.

Since the Entrance Procession is a part of the Rite of Reception in a sacred liturgy - *wagons, signs, pets or anything else that takes away from the holiness of the sacrament are **not permitted.***

The Dismissal is done in keeping with proper liturgical form - the priest or deacon dismisses the congregation as part of the Conclusion of the Celebration. The couple cannot dismiss by pews, nor have a receiving line in the back of the church. The receiving line is more appropriately set at the reception. When a receiving line is formed at the church immediately following the wedding, it can cause undue delays.

**Programs & Guest Books:**

Many couples choose to have a program. More information will be discussed at the ceremony planning meeting. You will be asked to send a draft copy of your program to the deacon, wedding coordinator, and/or your lead musician at least one month prior to the ceremony. If your wedding is Within Mass, a hymn and worship aid will be developed for you.

A guest book in the back of church is not permitted – this is more appropriate for the reception.

**Unity Candle:**

The Diocese of Columbus does not permit use of a unity candle. The common symbolism of the unity candle is that the side candles represent the family, the center candle the couple. Candles used in a liturgy properly represent only Christ, so to use the candles otherwise creates a conflict of symbolism. Appropriate places for use of the unity candle are at the rehearsal dinner or reception.

**Liturgical Ministers:**

Relatives and friends are invited to participate as readers and gift bearers. They may also serve as Extraordinary Ministers of the Eucharist and servers if they currently serve in these ministries at their own parishes. Please discuss with your presider or parish wedding coordinator.

**Wedding Planners:**

A wedding planner may not be involved in the liturgy. Preparation of the liturgy demands an understanding of liturgical practice, knowledge that a wedding planner would not be expected to have. This would include arranging the Entrance Procession, positioning the bride and groom on the altar during the Celebration of Matrimony, and the dismissal. St. Mary's has an

appointed wedding coordinator who works closely with the officiating cleric and assists with liturgies.

### **Church Etiquette:**

We ask that you and your guests honor the sacredness of our church - where the St. Mary community gathers for worship. Please remember that the rehearsal and wedding are not taking place in a public hall, event space or restaurant, and thus proper behavior and dress is a must. No beverages of any kind are to be in the church – nor is the use of any tobacco products, chewing gum, food, and the like. Bottled water is permissible in the bridal dressing area and sacristy only for use by the bridal party prior to the wedding.

### **Alcohol policy:**

At no time before the wedding rehearsal or ceremony is drinking allowed for the bride, groom or any member of the wedding party. Anyone who has consumed or appears to be under the influence of alcohol, or any controlled substance will not be allowed to participate in the rehearsal or ceremony, including the bride and/or groom. No alcoholic beverages are allowed on the church grounds.



## **REHEARSALS**

Rehearsal times are typically scheduled for 5:00, 5:30, 6:00 the night before the wedding. If there are two weddings on one particular day, the wedding coordinator will negotiate times with the couples.

We ask that you inform your wedding party to be on time for the rehearsal. The rehearsal will be conducted for an approximate one-hour period, depending on the size of the wedding party and the number of participants. Due to church schedules, the wedding rehearsal **MUST** begin at the designated time, whether or not all the participants have arrived.

**All those participating in any capacity in the wedding should be in attendance.** Copies of the scriptures and petitions will be sent to the couple to give to their readers ahead of time.

**NOTE:** If the civil Marriage License has not be submitted prior to the rehearsal day, it **MUST** be presented to the wedding coordinator at the time of the wedding rehearsal in order for the rehearsal to begin.





## WEDDING DAY PREPARATION & ACCESS

### **Church Access:**

Saturday afternoon access to the church is from 11:30am to 3:15pm. All wedding-related people and their equipment and/or belongings must be out of the church by 3:00 pm. St. Mary's holds Confessions at 3:15pm every Saturday. This is a matter of importance to us, and we ask your full cooperation. Be sure your photographer notes this deadline which is also specified in his/her guidelines.

For a Saturday evening service, access to the church is 5:00 pm to 8:15 pm. Arrangements can be made to enter the Burkley Center starting at 3:30 pm. while Confessions and the Saturday Vigil Mass are going on.

### **Dressing Rooms:**

A dressing area for the bride and bridesmaids is located in the Burkley Center. It is open two hours before the start of the ceremony. The wedding party is permitted to bring in bottled water if needed prior to the wedding. No other food or drinks are permissible.

This area should be left in the condition in which it was found - cleaned and all trash discarded appropriately. For security reasons, it is suggested that a friend or family member should be designated to be responsible for valuables. Personal belongings should be organized before the wedding begins so they are ready to be taken out immediately after the wedding.

All groomsmen and the groom should arrive dressed and ready to go as *there is no changing area* available for them.

### **Valuables and Other Personal Belongings:**

St. Mary will not be responsible for personal belongings before, during or after the wedding anywhere on church property.

### **Handicap Accessibility:**

Those who have difficulty with stairs can use the Burkley Center door (immediately to the left of the Church,) and take the elevator to the first floor. From the elevator, there is a ramp giving them access to the Church.

### **Parking:**

Your wedding party and guests should be alerted that since St. Mary Church is an historic church in a downtown urban area, only limited parking is available. There is a lot behind the church and school which is accessed from S.3rd Street - via the driveway between the rectory and church. On Saturdays, parking in the middle school parking lot is available. On-street parking is also usually available on surrounding streets.

## GUIDELINES FOR WEDDING PHOTOGRAPHY AND VIDEOGRAPHY

We welcome photographers at weddings, both for still photographs and video recordings. However, the following rules MUST be observed.

- Our basic guidelines respect the principle that a wedding is the celebration of a Sacrament and therefore is public worship and a sacred ceremony. For this reason, photography/videography should not in any way be a distraction during the ceremony. Especially, **no flash photography is permitted during the ceremony, but is allowed during the processional and recessional.**
- Once the liturgy has begun, the photographer/videographer is not to be in the sanctuary area (the area elevated by the steps behind the rail) or visible in the front of the church. Photographs/videos may be taken throughout the ceremony from the back of the Church (behind the last guests), from the sides of the Church (not too close to the sanctuary, and from the choir loft. It is important that the photographer/videographer be as unobtrusive as possible during the wedding ceremony and Mass.
- The photographer/videographer is not allowed to stop or slow the processional or any other part of the liturgy. He/she is not to stand in the center aisle or in the way of the bridal party as they come down the aisle for the Entrance Procession.
- Since the church is a sacred space, nothing done in the building should ever detract from that reality. This includes hanging dresses, veils or shoes from doors, walls or windows for photos; setting up frivolous or silly poses of the bridal party on the altar steps.
- Photographers who use the choir loft are instructed **NOT** to move anything on the organ, around the organ, or the organ bench.
- Photographs may be taken in the church and in the sanctuary prior to and following the service according to the following schedule: St. Mary Saturday afternoon weddings have access to the church at 11:30am. All persons and equipment must be out of the church no later than 3:00pm. Confessions begin at 3:15pm. For an Saturday evening service, access to the church is 5:00pm to 8:00 pm.
- Additional photos may be taken on the grounds. Check with the wedding coordinator concerning other events that may be going on simultaneously.
- Photographers and videographers are asked to see the Wedding Coordinator prior to the wedding for instructions.

*(It is the responsibility of each couple to make these rules available to their photographer.)*

## GUIDELINES FOR FLOWERS AND DECORATIONS

- Flower arrangements may be placed in front of or next to the altar, but NOT on top of the altar. Flower arrangements may also be placed on St. Joseph's and St. Mary's side altars. Two arrangements of considerable size and of like kind are appropriate. Put one on each altar if desired.
- Florists are not to move the altar furnishings or existing sanctuary arrangements to accommodate floral arrangements.
- At St. Mary's, the backdrop to the sanctuary is oak and dark in color, white or light-colored flowers make the best appearance. Dark colored flowers tend to blend into the background when you are seated in the church.
- **Aisle runners are not permitted.** Aisle cloths slide on our wooden floors and pose a hazard.
- **Flower petals are NOT PERMITTED** to be strewn down the aisle or near the altar during the procession. They necessitate clean-up and stain the wooden floors. They are also a hazard that can cause slipping by bridal party, presider, and guests leaving the wedding.
- Pew decorations such as bows, sprays, or floral cones are permitted when attached to the pews appropriately. They may be attached with ribbon, tulle, or pew hangers found at most craft stores. Tape or anything sticky may not be used and tacks are not permitted. Pew floral cones should only be filled with very minimal amount of water to avoid spillage. Glass jars are not permitted.
- Celebratory items that may be used **outside the church** when the bride and groom exit are bubbles and bells. Birdseed and flower petals make it hazardous for some elderly parishioners to enter the church for Mass and are prohibited.
- Access to St. Mary's for Saturday delivery and set up is as follows: 11:30am for a 1:30pm wedding or 5:00pm for an evening wedding.
- Flower delivery: The bride and bridesmaids will be in the Burkley Center. Flowers can be delivered to them there. The corsages for the men, lectors, parents, etc. can be placed in the back of the church.
- Please arrange for removal of floral sprays or arrangements attached to the pews after the ceremony.
- Florists must pick up any vases, stands, or materials they want to keep immediately after the wedding. These items and items that you rent are the sole responsibility of the couple. If the florist is unable to come back, assign someone to remove them for you. St. Mary's is not responsible for the cost or care of these items.
- Candelabras on the pews are NOT permitted.

*(It is the responsibility of each couple to make these rules available to their florist.)*

## 2021 Wedding Fees Schedule

Fees listed represent true cost of celebrating your marriage in our church. This covers administrative expenses, facility usage, marriage preparation. Also - stipends for St. Mary clergy, altar servers, and coordinator are included.

### **Registered/Active/Contributing Parishioner**                      **\$750**

A person who has been an active, contributing participant in parish life and registered for at least 12 months before the wedding date. Children of long-time active and registered parishioners are also considered for parishioner fees.

**A \$150 non-refundable deposit is needed to confirm the wedding date.**

\*\*To be eligible for the parishioner fee rate, couples will need to demonstrate an identifiable pattern of participation. A contribution record will indicate attendance and accountable financial support (i.e. use of envelopes or electronic contribution.) St. Mary's reserves the right to adjust fees if this cannot be demonstrated.

### **Non-registered, non-participating or new parishioner**                      **\$1400**

A person belonging to a parish other than St. Mary's and who has no intention of becoming a member of St. Mary parish, or someone who is not an active participating member for more than 12 months.

**A \$250 non-refundable deposit is needed to confirm the wedding date.**

**Music fees for your ceremony are separate and are to be negotiated the Director of Music.**

*Note: If wedding fees create a hardship and a barrier for a couple entering into the Sacrament of Matrimony - a discussion with the Pastor or Wedding Coordinator is encouraged.*

**All fees must be fully paid 30 days prior to wedding.** The money you pay to reserve your wedding date is applied toward the overall total cost of your wedding. In the situation that a wedding is cancelled after all fees are paid, a partial refund of the balance may be possible. Your cancelled checks will serve as your receipts.

Checks for the above are to be made payable to **St. Mary Church**. Please note the bride/groom name and wedding date in the memo field.

Mail to:                      **St. Mary Church, 672 S. 3<sup>rd</sup> Street, Columbus, OH 43206**  
   **Attn: Wedding Coordinator**

**Damage to Church Property:** Please note that if, during your rehearsal or wedding, any damage occurs before or after to the church, the surrounding buildings, or any of the contents inside, you will be assessed the cost of necessary repairs and/or replacements.