



*Guidelines for Wedding Ceremonies*

***Saint Paul Catholic Church***

*In accordance with Pastoral Guidelines  
for Marriage Preparation  
Diocese of Pensacola-Tallahassee  
and Dioceses of Florida*

Please do not set any date for the wedding nor for the reception without checking with the Director of Marriage Ministry, Mrs. Lana Ernde, *erndel at stpaulcatholic dot net* phone: 478-7670

**REQUIREMENTS**

It is with profound awareness of the richness and beauty of the sacrament of marriage that the Catholic Church throughout the State of Florida has written a Common Policy for Pastoral Marriage Preparation.

1. Catholics must present a baptismal certificate dated within six months of the wedding date. The Director of Marriage Ministry can help you obtain this.
2. Both bride and groom must fill out, individually, under oath, and in the presence of a priest, a prenuptial questionnaire known as the "A" form.
3. Two relatives (preferably parents) or friends of each party must sign individually, under oath, in the presence of a priest, deacon, or a person delegated by the Director of Marriage Ministry, the "B" form to declare the freedom of each party to marry.
4. All couples will take the FOCCUS Questionnaire as a means of helping them to determine strengths and weaknesses regarding readiness for the Sacrament of Matrimony.
5. A marriage preparation course is mandatory for ALL COUPLES whether one or both parties are Catholic. The couple is encouraged to attend an Engaged Encounter Weekend. The Pre-Cana conference will also meet this requirement if the Engaged Encounter Weekend is an impossibility.
6. If there has been a former marriage, both the Marriage Certificate and the Death Certificate or Declaration of Nullity must be produced.
7. In a marriage of mixed faith, the Catholic party alone is to make a written or verbal promise to attend to the Catholic upbringing of all children born of the marriage. The non-Catholic is made aware of the Catholic's responsibility in this matter. In the case of a mixed faith marriage, the wedding ceremony does not include Mass.

8. If a priest other than the local parish priest is to perform the ceremony, he must have the pastor's permission. If the priest is from another diocese, his diocese must provide certification that he is a priest in good standing with his diocese.
9. As a general rule, the marriage takes place in the parish of the bride (if she is Catholic). If the marriage is to take place elsewhere, a letter of permission is to be obtained from her pastor.
10. The Catholic party should attend the Sacrament of Reconciliation (Confession) before marriage.
11. A non-Catholic minister may take part in the Catholic wedding ceremony.
12. Under no circumstances are beach, garden, home, theater, etc., settings permitted for the celebration of the sacrament. It must take place in a Church.

### **PLANNING THE CEREMONY**

Mrs. Lana Ernde is our Director of Marriage Ministry. The couple, with Mrs. Ernde will plan the prayers, readings, and wedding format prior to the rehearsal. We do not use wedding coordinators. Mrs. Ernde fulfills that role in helping you plan the details of your ceremony according to church, liturgical, and social etiquette. No wedding coordinator is allowed to be involved in the rehearsal or the wedding ceremony. Mrs. Ernde will be with you during the rehearsal and on your wedding day.

Weddings are normally scheduled between the hours of 3:00 p.m. and 7:00 p.m. on Friday and 10:00 a.m. and 2:30 p.m. on Saturdays (without a Mass as late as 3:00 p.m.), or Saturday evening at 6:00 p.m. Also weddings may occur practically any day of the week. Call the Director of Marriage Ministry for more information. No wedding will be scheduled during Holy Week.

### **MUSIC**

Arrangements for ALL music MUST be made through the Director of Music, Mr. Brian Brown. Music chosen for your celebration should be Liturgical in nature and should lead the congregation to pray and participate in the celebration. The Director of Music will make suggestions and will help you in planning the music for your celebration. You should contact him as soon as you have set the date with the Director of Marriage Ministry.

### **ORGANISTS/PIANISTS**

Saint Paul has competent organists, and pianists on staff that are available to play for your wedding. Anyone else must be approved by our Director of Music and the couple will be responsible for paying anyone they hire from outside the parish. Organists and pianists fees are covered by your wedding fee when you use the people from our parish.

### **CANTORS AND INSTRUMENTALISTS**

To assist the assembly with singing, a trained cantor should be used. The Director of Music will assist you with the selection of a cantor based on voice type and musical styles you have chosen

for your wedding. Other instrumentalists, such as trumpeter or flutist, may be used to enhance the music at your wedding. A list of qualified musicians may be obtained from the Director of Music. Permission from the Director of Music must be obtained before an outside instrumentalist or cantor can be used for your wedding. Cantor fees are covered by your wedding fee when you use a cantor from our parish.

### **FLOWERS**

When floral displays and church decorations are already present in the Church, e.g. Christmas and Easter the decorations, cannot be removed. Flowers and decorations must be chosen in accordance with the Catholic liturgical season that coincides with your wedding. Flowers can only be placed in specific areas. Please contact the parish Director of Marriage Ministry for details. **NO LIVE FLOWER PETALS ARE ALLOWED TO BE THROWN ON THE FLOOR AN NO RUNNERS ARE TO BE USED.** Artificial flowers thrown must be removed after the ceremony.

### **UNITY CANDLE**

There is a Unity Candle available at Saint Paul. Couples are free to use their own Unity Candle if they wish. Plastic must be placed under the stand.

### **PHOTOGRAPHS**

Most professional photographers are aware of the requirements concerning photographs during the ceremony; however, the bride and groom are responsible for communicating this to their photographer. At no time may picture taking interfere with the ceremony. If you have any questions, contact the parish Director of Marriage Ministry..

### **MISCELLANEOUS**

No birdseed , rice, confetti, etc. is allowed is to be thrown in the Church or on the grounds, including the school and parish center. Food and drink are not permitted in the Church. The bride and groom will be charged a cleaning fee if they do not leave the Church and grounds at least as clean as they found them.

### **ALCOHOL**

No Alcohol is allowed on the premises before the wedding nor is any member of the wedding party allowed to consume alcohol before the wedding. **FAILURE TO FOLLOW THIS POLICY MAY RESULT IN CANCELLATION OF THE WEDDING.**

### **REHEARSALS**

Rehearsals are held the evening before the wedding. Everyone who will be taking part in the wedding is to attend the rehearsal. The parish Director of Marriage Ministry will conduct the rehearsal..

The rehearsal is normally 30-40 minutes in length. Please be on time both for the rehearsal and for the wedding ceremony. **MAKE SURE TO BRING THE WEDDING LICENSE TO THE REHEARSAL.**

Final preparations for the ceremony, (dressing, make-up, photos, where the ladies of the wedding party should meet, where the gentlemen of the wedding party should meet, etc.) will be made prior to the event with the Director of Marriage Ministry. Please remind all members of your party that the Church is not responsible for the private possessions. Remember that Church premises are places of worship.

### **WEDDING FEES**

This is not a charge for the use of the church. The wedding fee pays all of the Parish Ministers who are involved who do this work to make a living.. The wedding fee for active parishioners is \$750.00. For non-parishioners the fee is \$1,750.00 which does include a \$1000.00 fee for the use of the church. Regardless of parishioner status, a \$500.00 refundable security deposit is required.

### **FACILITIES**

There is no fee for use of the church for contributing parishioners. A fee of \$1000.00 for the use of the church is assessed for anyone who is not a contributing member of the parish.

The rental fee for the gym at Saint Paul is \$250.00 for active parishioners and \$500.00 for non-parishioners. The rental fee for the Giri Room at Saint Paul is \$150.00 for active parishioners and \$250.00 for non-parishioners. A \$500.00 refundable deposit is due when each facility is reserved. A Diocesan Special Events Insurance Policy is required on all rooms that are rented. We must receive this policy and the rental fee at least one month in advance.