

SAINT CECILIA
CATHOLIC CHURCH



Dear Friends,

Welcome and congratulations! It is a joyous event for the whole church when two people declare their love and commit themselves to living their lives together as a new family. We are happy to be in a position to witness this important day of your life and welcome you to celebrate your wedding at St. Cecilia Church.

Our church is a popular place for weddings because of its beauty. For that reason, and because we desire to facilitate your arrangements with our church, we have prepared this booklet. In it you will find how to complete preparations for your wedding at our church, including information about the church building, parking, programs, etc. In the back of the booklet you will also find a Couple Information Sheet and a Contract that you will need to complete and sign. This Contract indicates that you have read this booklet and agree to all the stipulations included.

A wedding is a happy but complicated event. With all the details, it is sometimes difficult to keep in focus the central truth you are proclaiming: that you love each other and by that love, you enrich those around you. Our hope is to help you organize the details so your wedding day may not only be a joyous event, but also a holy one as well.

After you have read through this booklet, if you have any questions, we invite you to call or email our Wedding Coordinator, Rosa Garcia. Her number is 314-351-1318 Ext: 204 and her email is rgarcia@stceciliaparishstl.org. Rosa answers phone calls and emails in the evenings and on weekends. Please leave a message and she will get back to you in a timely manner.

Again, welcome and congratulations!

The Pastoral Staff and Parishioners
Saint Cecilia Church

As you consider celebrating your wedding at St. Cecilia, please read the following guidelines:

Permission of the Pastor

If you are NOT a member of St. Cecilia, you must obtain the written permission of the Pastor of the parish where **either** the bride or groom is registered. Ask the priest to return **Form #2** directly to St. Cecilia Church.

Reservations

1. All dates and times must be requested at least six (6) months prior to the desired wedding day.

2. At least one of the married couple must be Roman Catholic and registered in a parish.

3. The two accompanying forms must be completed and returned to St. Cecilia Parish before the requested date and time can be confirmed.

a. Form #1 is the agreement of the officiating priest / deacon.

b. Form #2 is to be completed by your parish pastor, giving permission to celebrate your wedding ceremony outside of your proper parish.

4. The Liturgy Planning Sheet is due 3 days before the rehearsal.

General Procedure for Arranging Your Wedding

1. Contact the Rectory office to check availability and request a date and time. You may set a tentative date for your wedding and rehearsal. This tentative date will be held for one month.

2. Read this booklet and send the completed Contract and Couple Information Sheet with your deposit of \$600 to the rectory. Only after this is received are the dates for your wedding and rehearsal confirmed.

Required Documents

1. A baptismal certificate from the church of your baptism, issued within the last six months. A copy can be obtained by writing or calling the parish of your baptism.

2. Your marriage license must be obtained from City Hall at least three days and not more than thirty days before the wedding date. Your wedding cannot be performed without a license. Please bring **marriage license with you to wedding rehearsal**. Further information is available: St. Louis County- 314-615-7180, St. Louis City- 314-622-3257.

The best man and maid/matron of honor will be the witnesses for the civil license. They must sign the document immediately following the ceremony.

Baptismal certificates must be mailed to St. Cecilia Parish Attn: Wedding Coordinator, 5418 Louisiana Ave, St. Louis, MO 63111. All other forms can be mailed or emailed. If you wish to email the forms, please email them to rgarcia@stceciliaparishstl.org.

Marriage Preparation

The Archdiocese of St. Louis requires that all couples being married in the Church go through a six month period of preparation. Preparing for your marriage will involve: (a) Preliminary assessment of readiness for marriage through the use of an instrument called FOCCUS. (b) Participation in at least one of a number of different marriage preparation programs sponsored by the Archdiocese. (c) Meeting with priest to discuss the Sacrament of Marriage and completing necessary paperwork. Your baptismal certificates will be required before the marriage and should be sent to the priest/deacon preparing you. The certificates must be obtained from the church of your baptism and issued within six months prior to the ceremony.

Dates and Times of Weddings

Weddings at St. Cecilia may be scheduled on Saturdays at 11:00 a.m., 2:00 p.m., and 5:00 p.m. Friday evening weddings are also available. Please check with rectory office for times. You may schedule your rehearsal on Thursday or Friday depending on availability of the church and the priest presiding at your wedding. Please allow one hour for your rehearsal.

Offerings

The cost of getting married at St. Cecilia Church is \$1200.00. This amount includes the use of the building and bridal room, including kitchen, the wedding coordinator and a sacristan if needed on the day of the wedding. **This fee does not include music.** The music fee is \$150. This is a basic fee which includes the services of our organist and music director, Carlos Flores Ramirez. This fee must be paid to Carlos even if you do not wish for him to play music at your ceremony. Please see more information under the Music heading. This amount also does not include a stipend to the preparing priest or servers. A deposit of \$600.00 is due at the time you return your Couple Information Sheet. The balance of \$600.00 is due two months before the date of the wedding.

To be considered a parishioner of St. Cecilia Parish, you must be an active, registered and contributing member for at least one year before reserving the church. Participation in liturgy and parish activities is required.

Altar Servers

You are free to ask a member of your family or friends to act as servers or, if you wish, we can arrange for them. Weddings with a nuptial Mass are celebrated with (2) servers. Weddings without Mass require (1) server. Please be sure to provide an offering for them. The suggested offering for each server is \$10.00. **Please give the stipend to the wedding coordinator the night of the rehearsal.**

Music

There are guidelines concerning music at church services. All music must be approved by our Director of Music, Carlos Flores Ramirez. There is a music fee of \$150 that must be paid to Carlos. This fee covers the planning services as well as organ music for your ceremony. There are additional musical services

available at an additional cost. If you decide you would like to use a different musician, your music must still be approved by Carlos and you must still pay this fee.

Photographs and Video Cameras

Photographs may be taken one half hour after the wedding in the church. We must limit the time because of the schedule of other events in the church. You are most welcome to arrange for someone to videotape your wedding; however, the operator must remain outside of the sanctuary and not be a distraction to the minister or to the congregation. Video cameras may be set up in the doorways of the sacristy but must remain stationary. Please instruct your photographer/videographer to speak with the officiating priest before the ceremony.

Aisle Length and Runners

Aisle runners are not allowed for safety reasons. The length of the aisle is about 110 feet. There are 30 pews on each side of the center aisle and 31 pews on each side aisle. Seating capacity is approximately 600 guests. You are responsible for removing any programs, boxes, trash or wrappings left in the church.

Flowers and Candles

Because of the exquisite beauty of our church, most couples do not feel the need for floral arrangements. If you do choose to have flowers, we suggest that you look closely at the altar area before making arrangements for flowers. **Flowers may not be placed on the altar-table.**

The church does not have a candelabra and does not provide the unity candle. Any additional candles (other than the usual candles at the altar-table) may be rented/purchased through a florist. Care must be taken that no wax drips on the floor. Because of fire safety regulations, use of candles is limited to the altar platform area and may not be placed in the aisles. Pins, nails, tacks, screws, or adhesive tape may not be used to secure items to the church building or pews.

Wedding Party

Only the bride, groom, maid of honor and the best man will be on kneelers in front of the altar. The wedding party should arrive dressed properly for the church ceremony.

The wedding couple should reinforce proper church etiquette and the sacredness of the marriage ceremony and of the church building to the wedding party and other guests. This includes no food or drink in the church. Cell phones/pagers should be turned off. Please be mindful to step outside if a cell phone must be used.

Parking

Our parking lot is located on Eichelberger between Louisiana and Alaska. Your guests may also park on the streets around the church block.

Access for Those with Disabilities

We have access for those with disabilities between the school and church buildings on the side entrance. The rectory can give you further information. Please inform the wedding coordinator at the rehearsal if special arrangements are required.

Due to insurance regulations, throwing of rice, birdseed or rose petals is strictly prohibited.

Please make arrangements for someone in your party to be responsible for the removal of all trash left in pews and in the back of church, including wedding programs, pew bows, and empty containers.

No alcoholic beverages are to be brought into the church or on church property the day of the rehearsal or the day of the wedding. The consumption of alcohol before the rehearsal or ceremony is forbidden. If any member of the wedding party is found to be drinking (even in the parking lot) the wedding WILL BE POSTPONED. It is the responsibility of the wedding couple to emphasize these regulations to the wedding party.