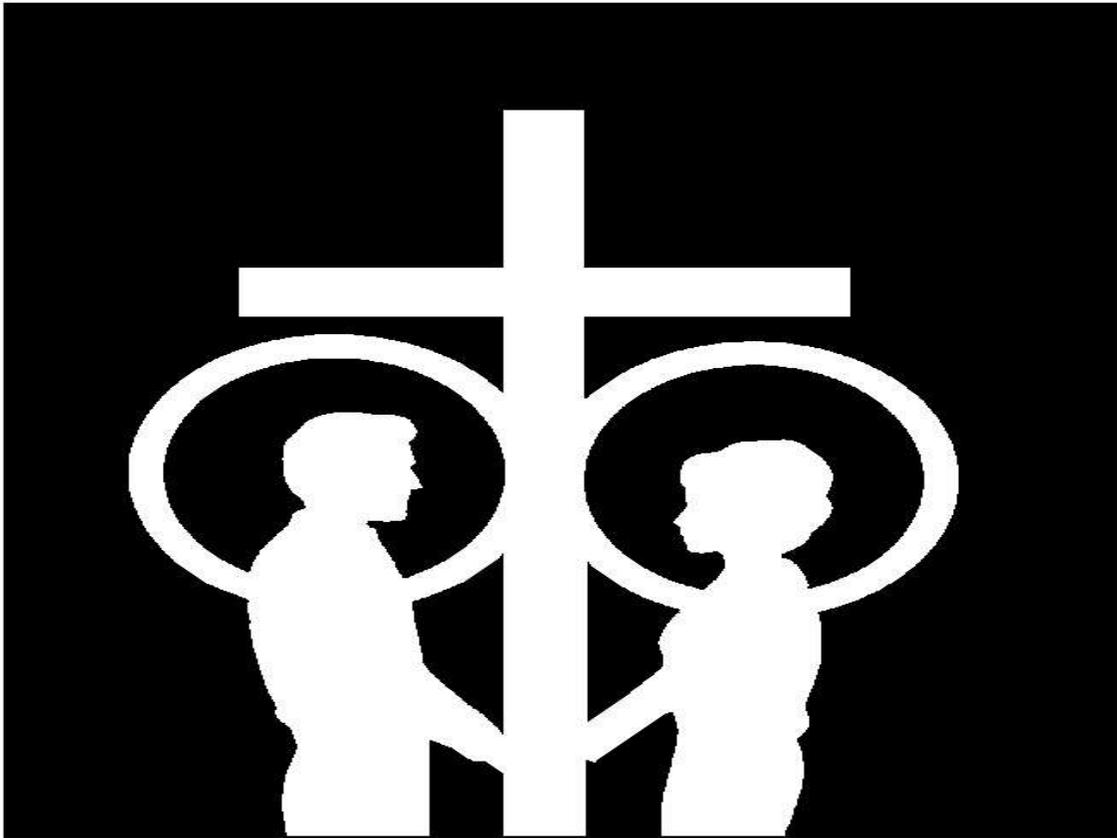


Wedding Guidelines & Policies



Saint Francis Xavier Church
Mount Washington, Kentucky

Revised May 7, 2018

Congratulations!

There are many details that go into planning a wedding. Couples get caught up in them very early on. First the right person, then the ring, then the announcement to family and friends, then congratulations on all sides. We want to congratulate you as well, and wish you the best for the future.

It is most important that **marriage** preparation be one of the first things a couple begins to work on, together with the priest or deacon who will perform the wedding ceremony.

Saint Francis Xavier parish and the Archdiocese of Louisville have set policies to guide couples through their preparation, not just for the wedding but for married life afterward. The Universal Church is invested in you and in your relationship.

Your success as a married couple brings God's love into the world in a unique way. Your commitment and life-long work at your relationship is full of opportunities to rely on one another, and on the grace of God.

A wedding is for a day; a marriage is for a lifetime. For this reason, the Archdiocese of Louisville requires that a couple contact a priest or deacon at least six (6) months in advance of their intended wedding date. The Church wants a couple to have at least a six month engagement so that they have time to spend individually, and as a couple to grow more firmly in their commitment to each other.

To begin the process for your wedding, a call should be made to the Parish Office at 502-955-5366 to set up an appointment with a priest or deacon.

Your wedding at Saint Francis Xavier

The parish church is available for the weddings of registered, participating members of the parish, and their children, even if the children have moved away. Either the bride, the groom, or their family should be a member of Saint Francis Xavier Parish.

Normally, the priest or deacon assigned at Saint Francis Xavier will preside at the weddings of parishioners. The deacon may be assigned when the Rite of Marriage is not a Mass.

Members of registered families still living in Saint Francis Xavier Parish are asked to register themselves as a separate household, if they will be living in the Mount Washington area after the wedding. Our expectation is that regular attendance at Sunday Eucharist has been, or will become, a part of your life. The same expectation holds for taking part in other areas of parish life.

Catholics from other parishes may also request to be married here with the permission of their pastor. It is anticipated that the pastor of their home parish will be the celebrant for the wedding. If this is not the case, arrangements should be made with the priest or deacon assigned to Saint Francis Xavier.

Saint Francis Xavier has established a church usage fee to help defray some of the expenses that the parish incurs to host your wedding. The church usage fee for parishioners who have been members over one (1) year is \$250; for parishioners registered less than one (1) year it is \$500.

The church usage fee is payable to Saint Francis Xavier Church. The fee is required to hold the reservation. It should be presented to the Parish Secretary at the time the church is reserved for the rehearsal and wedding.

Our cancellation policy is: The church usage fee is fully refundable if cancelled with greater than sixty (60) days notice. A refund less \$200 will be given, if cancelled with less than (60) days notice.

No one is refused a wedding in the church on the basis of an inability to pay the expenses incurred by the church for its use. Hardship circumstances should be discussed personally with the Pastor.

The church usage fee does not cover costs of a keyboardist and other musicians; purchased flowers and materials; photography; or reimbursement for damage or extra cleaning resulting from your wedding.

Due to liturgical demands on our facilities, Friday night weddings no later than 7:00 pm are encouraged. Saturday weddings may be scheduled with permission of the pastor. Saturday weddings that will be a Mass must be scheduled no later than 2:00 pm.

Archdiocesan policy prohibit weddings after the parish's Saturday evening Vigil Mass. Weddings also cannot be scheduled during the Easter Triduum (Good Friday and Holy Saturday), or the two (2) weekends prior to and including Christmas.

During Advent and Lent, the Universal Church observes special periods of penance. In consideration of these penitential times, the Pastor requests that decorations in the church and music selected for your wedding be subdued.

Preparation

The first step is a meeting with the priest or deacon who will be performing your wedding. At this initial meeting, the priest or deacon will get to know you as a couple, and what has brought you to this important moment in your life.

At this meeting, forms for the bride and groom will be completed that provide biographical information, and establish the freedom and the intent to enter into a sacramental relationship.

The next step is for the couple to contact the Pastoral Associate to schedule a **FOCCUS** survey. **Facilitating Open Couple Communication, Understanding and Study** sessions are designed to help prepare a couple for marriage. The survey covers all areas of married life. It is designed to encourage couples to discuss with each other all aspects of a sacramental marriage. In no way is it designed to prevent the couple from being married in the Church.

Upon completion of the **FOCCUS** sessions the pastor then assigns the couple to meet with a Sponsor Couple from the parish. These are married couples who have been trained by the archdiocese to walk with an engaged couple as they prepare to wed. If this is not feasible there are Archdiocesan sponsored programs as Engaged Encounter and Foundations for Marriage. There is a fee attached to both of these programs. More information about these can be found under Family Ministries: Marriage Preparation at archlou.org.

Preparing for the big day!

After the couple has completed the sessions for FOCCUS and with a sponsor couple another meeting with the pastor or deacon is scheduled to discuss their assessment of what they heard, and to begin the details of planning the wedding liturgy.

Although this is "your" day, it is also the Church's day. We celebrate in Sacrament always the loving presence of God acting in our lives. So there needs to be a balance, actually a balance in God's favor. Music, readings, participants, and actions need to reflect that this is a service of prayer that consecrates two people to live a life of love in which God's presence may be seen.

Music should be carefully chosen and should be suitable to the religious nature of the celebration. The text or lyric of a song is as important as the quality of the music. Just because a song is "sacred" does not mean it is liturgically appropriate at a particular point in the wedding liturgy.

“Great care should be taken to ensure liturgical celebrations, especially the Mass, are not disturbed or interrupted by the taking of photographs.”—Instructions on Worship of Eucharistic Mystery, Vatican II

The liturgy must be protected as sacred and not become a “Kodak moment”. The lower the profile on photography is kept during the liturgy, the better. Everyone involved must maintain respect for the space.

Outside persons (wedding coordinators or planners) are not allowed to function inside of St. Francis Xavier church.

Do's and Don'ts

Do:

Get the marriage license from the Bullitt County Clerk within 30 days of the wedding.

Bring the license to the rehearsal.

Contact music director, Carrie Gary, six months prior to wedding. You may contact her at Carrie.Gary@sfxmw.com or by calling her at (502) 931-2193.

It is best to have all your attendants come to church dressed and ready. (Bride only exception)

Express your understanding and agreement with parish regulations by reading and signing the “WEDDING AGREEMENT FORM”.

You are asked to recruit a family volunteer or two to see that the church is left in a neat condition, that the cry room is straightened and all programs gathered from the pews.

Don't:

Forget to remind everyone to be on time, and on their best behavior for the rehearsal and for the wedding.

Bring food or drinks into the church building. This includes the gathering space and the bride's dressing room in the church

Remove standing church decorations.

Overdecorate. The goal for decorating should be noble simplicity.

Use push pins, thumb tacks, nails, etc. to attach decorations or anything else to walls, baseboards or any hard surface in the church.

Free movement must be allowed around the altar and ambo (pulpit).

Consume alcoholic beverages or other substance prior to the wedding. The priest or deacon reserves the right to not perform the wedding, if the bride or groom appears to be impaired and unable to be fully conscious and aware of the solemn promises that the couple will be making during the wedding liturgy.

Tape decorations to pews (tie instead).

Throw or drop petals, rice, confetti, etc.

Note: Any damage incurred to the building, furnishings or extra cleaning required will be the responsibility for those who have engaged in the use of the building.

Saint Francis Xavier Church

155 Stringer Lane, Mount Washington, Kentucky 40047

AGREEMENT FORM

Name of Groom: _____

Name of Bride: _____

Date of wedding: _____ Time of wedding: _____

We have read and agree to comply with all the guidelines and stipulations outlined in The Saint Francis Xavier *Wedding Guidelines*.

We understand that any damage incurred to the building, furnishings or extra cleaning required will be our responsibility. We further understand that our failure to comply with the rules, guidelines and stipulations outlined in the Saint Francis Xavier *Wedding Guidelines* will result in additional fees payable to Saint Francis Xavier over and above the \$250 church usage fee.

Signature of the Groom

Signature of the Bride

To reserve the date for your wedding this form must be signed and returned to the Saint Francis Xavier Parish Office along *with* the \$250 church usage fee.

Baptismal Record Request form.

Please send a full copy of my baptismal record to

Saint Francis Xavier Church
155 Stringer Lane
Mount Washington, KY 40047

My Name:

My Father's name:

My Mother's full maiden name:

My date of birth: ___ / ___ / _____.

___ I was baptized soon after birth

___ I was baptized later in childhood.

___ I was baptized (or received into the Catholic Church) through RCIA

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