

Wedding Policy

Responsibilities of the Bride and Groom

1. Fill out an application for marriage and return it to the Administrator.
2. Contact the Minister of Music.
3. Obtain a marriage license. The clergy cannot marry anyone who does not have their license. It should be in the Administrator's office 7 days prior to the wedding.
4. Seven days prior, bring to the Administrator all checks which are being made in payment for services at the Church.
5. Make arrangements for own floral arrangements/preferences.

Marriage after Divorce

The following must be met:

1. A judgement in writing from the Bishop of this Diocese authorizing the proposed marriage to take place.
2. A formal written application, necessary to obtaining the Bishop's judgment, prepared by the priest.

A Check List for Weddings

1. Fill out the application for marriage and return to Administrator's office. When this application is returned a tentative wedding date will be reserved on the church calendar.
2. As soon as possible after the receipt of the marriage application, a clergy person will be assigned to officiate; the prospective bride and groom should make an appointment to begin premarital instruction.
3. At the end of the second premarital instruction session, the clergy person will indicate his or her willingness or unwillingness to set a firm wedding date. It must be understood, however, that the clergy person reserves the right to decline to officiate up to the time of the wedding.
4. Once a firm date has been established the details of the wedding will be addressed.

Wedding Rehearsals

A wedding rehearsal is scheduled on the evening prior to the wedding at 5:00 PM. Members of the wedding party are urged to be prompt in arriving for the scheduled rehearsal. The rehearsal usually lasts about one hour.

Participation of Clergy in Wedding Events

Members of the clergy may be invited to attend the rehearsal dinner.

Music

The Director of Music will assist the bride and groom in the selection of music, and if needed, make recommendations for soloists and instrumental music. It is the responsibility of the bride and groom to contact the minister of music to reserve the date of the wedding and to make arrangements to meet for a consultation on wedding music. All music should reflect the sacredness of the sacramental nature of the service. It is understood that the parish organist will be used for all St. Martin's weddings, unless special arrangements are made in advance with the officiating priest and the music director. **A fee will be agreed upon between the musician and the wedding party.**

Photography

Because a wedding is a time of worship and not a social event the following apply:

1. Refer all video and photography questions to the officiating priest prior to the wedding rehearsal.
2. Absolutely no flash photography.
3. No photography during the service.
4. The bride and groom are responsible for informing their guests regarding this policy.
5. Your photographer will be allowed only 30 minutes after the service.
6. One video camera is permitted during the wedding service. The person operating the camera must remain in one assigned place and may not use additional lighting.

Fees*

\$150	for building use <u>for non-parishioners</u>
\$125	for Custodial Team for special cleaning of Nave (optional)
\$125	for Custodial Team for special cleaning of facility; (\$150 for two locations)
-----	Recommend bridal <u>couple makes own floral decisions/arrangements</u> (Priest should discuss limitations—size, location, color, etc.)
TBD	<u>Fee for music director</u> determined following consultation (suggested fee: \$150 for musical accompaniment; 50 additional for solo)
\$250	suggested honorarium for officiating clergy
\$100	suggested donation to the church

Payment is made 7 days prior to the wedding with checks being made out to individual clergy and staff. Checks should be given to Administrator.

*Fees may be amended at the discretion of the officiating clergy.