

**Wedding Guidelines of  
Saint Victor Parish  
Diocese of Cleveland  
3435 Everett Road, Richfield, Ohio, 44286  
(330) 659-6591**

Revised 3/15/2018

Congratulations! If you are reading this, you must be planning a wedding. St. Victor Parish is pleased to assist you at this very important and joyous time in your lives. These wedding guidelines are intended to assist wedding couples with their plans while addressing certain issues that have become problematic over the past few years. Your patience familiarizing yourselves with these guidelines is appreciated.

**Eligibility for Marriage at Saint Victor:** Our policy of eligibility for marriage is one of hospitality. Any couple who qualifies for marriage according to Canon Law (the code of law for the Catholic Church) is welcome to celebrate marriage at Saint Victor. Ordinarily this means that at least one party is Catholic, and that neither party has been previously married. Also, this ordinarily means that at least one party resides within the geographical boundaries of the parish. However, the universal law of the church provides for certain exceptions which must be discussed with the parish priest.

**Dispensation from the Canonical Form of Marriage:** There are at times extenuating circumstances that require a lawful Catholic wedding to take place other than in a Catholic church. The Bishop of Cleveland may be able to provide a special dispensation in order for such a marriage to be fully acknowledged by the Catholic Church. Please ask the pastor to explain this in greater detail if such is the case.

**Setting a Wedding Date and Time:** To avoid the recurrence of past difficulties the following procedure is now in place: After having thoroughly read these guidelines, please contact the parish as soon as possible in order to discuss your choice of a wedding date and time. Within the Diocese of Cleveland it is necessary to contact the parish at least six months prior to the proposed marriage date. It is advisable to contact the parish prior to finalizing arrangements for the wedding reception. Upon contacting the parish, an appointment will be made for a personal meeting during which both parties meet with the parish priest in order to discuss the date and time of their wedding. Prior to setting a wedding date both parties must sign and return the attached "Receipt of Wedding Guidelines," (Page 7). The nominal fee for the wedding should be deposited at that time, if possible, and must be submitted six weeks prior to the wedding at the latest. The fee includes a \$100.00 Security Deposit/Cleanup Fee which may be returned to the couple after the wedding. The entire deposit will be refunded if the wedding is cancelled. (See "Offerings and Payments," below.) Accuracy with regard to setting wedding dates and times is extremely important, and for that reason this must be done in person, and cannot be arranged over the telephone.

**Adjustment of Fee and Offerings:** The fees and offerings suggested here are nominal and usually the smallest fraction of the costs of a wedding. Since the sacrament of marriage is the right of all baptized parties who are free to marry and are otherwise prepared, the fees and offerings suggested here can be adjusted accordingly in order to remain relatively nominal as compared to all other wedding costs.

**The Officiant of Marriage:** Ordinarily the pastor will be honored to preside at all weddings at St. Victor Church. Exceptions will be made for priests or deacons who are close family members or friends, or when the pastor is unavailable. If the presider for the wedding is someone other than the parish priest, the expectation is that the visiting priest or deacon will be responsible for providing the premarital pastoral counseling, obtaining all permissions and dispensations, completing all necessary paperwork and personally conducting the wedding rehearsal. The honorarium for the visiting priest is the responsibility of the wedding couple.

Further, the visiting priest or deacon must write a letter to the pastor of St. Victor Parish stating his commitment to the time and date, and agreeing to accept the responsibility for providing the premarital pastoral counseling, obtaining all permissions and dispensations, completing all necessary paperwork and personally conducting the wedding rehearsal at 4 PM on the Friday afternoon before the wedding.

As you will see below, if there is to be a visiting presider for a wedding at St. Victor, there is a \$500.00 fee due at the time the wedding is scheduled to cover all church expenses not including liturgical music. This fee does not include the honorarium for the visiting presider. The \$100.00 Security Deposit/Cleanup Fee may be returned if the necessary requirements are met. (See "Offering and Payments, Plan B" below.)

**Preparation for Marriage:** The procedure for marriage preparation will be determined in consultation with the parish priest, or visiting priest or deacon. At Saint Victor, marriage preparation is tailored to the specific needs and requests of the couple. Ordinarily the Prepare-Enrich inventory will be utilized ([www.prepare-enrich.com](http://www.prepare-enrich.com), see below). Also, a pre-Cana day, which is a one-day retreat or workshop for engaged couples, is strongly recommended. There is a nominal fee for the pre-Cana day for which the engaged couple is responsible.

**Prepare-Enrich:** This inventory provides a couple profile that helps to identify growth areas, possible growth areas, possible strengths and strengths for the couple. It helps the couple identify areas in which their relationship may be very strong and on track, and other areas where special attention might prove beneficial. As a team, the pastor and couple work through all these areas taking as much time as is necessary to thoroughly discuss the implications of the couple profile. Most couples find this investment of time very worthwhile. The pastor is very pleased to take as much time as is necessary in order to review all of the profile results. There is a nominal fee for the Prepare-Enrich profile for which the engaged couple is responsible.

Documents Needed: Minimally, a baptismal certificate for all baptized parties is required, and the baptismal certificate for the Catholic party must be a recent, original document (no more than six months old). Further, documentary evidence of First Communion and Confirmation should be included. Catholic parties should be confirmed prior to marriage. If there has been a previous marriage, either a Decree of Nullity of the previous marriage or a Certified Death Certificate of the previous spouse must be presented. All such documents must be original, i.e., not photocopied, documents.

Marriage License: The couple must obtain a Marriage License from any county in the State of Ohio. There must be a license in order for the marriage to occur. It is required that the Marriage License be presented at the wedding rehearsal.

The Wedding Rehearsal: The wedding rehearsal will be at 4 PM on Friday afternoon before the wedding. Wedding rehearsals begin at the appointed time, and end exactly one hour later. It is necessary to be on time for the wedding rehearsal. Wedding rehearsals will end one hour after they are scheduled to begin, regardless of late arrivals. Persons arriving late for a rehearsal are to enter quietly and not interrupt the rehearsal that is already in process. As previously indicated, a visiting presider for marriage is responsible for conducting the wedding rehearsal.

Please bring the following items to the rehearsal:

- (a) The Wedding License
- (b) A list of the wedding party, including the names and order of procession.
- (c) A list of the names of the cross bearer and three readers.
- (d) A list of the gift bearers in the event that the wedding takes place at mass.
- (e) A copy of the selected readings for the readers.

Planning the Service (The “Liturgy”): The priest or deacon who is presiding at the wedding will assist in the preparation of the wedding liturgy. There is a very simple “Wedding Planning Form” that has been created for Saint Victor Parish. If you wish to go beyond the readings suggested on that form, you can find more choice on the website <http://www.foryourmarriage.org/dating-engaged/planning-a-catholic-wedding/>. Do not, however, select a gospel reading, since that choice is reserved to the preacher.

“Wedding Mass” vs. “Word Service”: Ordinarily the marriage of two Catholics takes place during a “Mass,” which is the celebration of the Eucharist, including the consecration of bread and wine which, having become the Body and Blood of Christ, are consumed by the Faithful during the communion procession. Ordinarily, an interfaith marriage (when a Catholic marries a baptized person of some other Christian denomination) takes place during a “Word Service,” which is a true celebration of the Sacrament of Marriage, although the Eucharistic Prayer, with the consecration of the bread and wine, and communion, do not take place. In all cases weddings which take place between a Catholic and a person who has not been baptized will take place at a “Word Service.”

The Music at the Wedding Liturgy: The Director of Liturgical Music of Saint Victor Parish, and he alone, is responsible for all music at all weddings at Saint Victor Church. Please contact him at least six months prior to your proposed wedding date. Guest vocalists and musicians are not encouraged. Guest vocalists and musicians lacking several years of formal training and recent experience are strongly discouraged. It is the policy of Saint Victor Church that all guest musicians require the supervision of the Director of Liturgical Music, who will be present at the wedding. It is expected that the musical selections will be appropriate to the liturgical worship of the Church, in the sole judgment of the Director of Liturgical Music. Christian-Pop, Broadway, and all musical selections that are not published in a Catholic liturgical music anthology are not permitted.

Music Fees: The Music Fees must be paid in full before the wedding ceremony can begin. Music Fees are arranged directly between the couple and the Director of Liturgical Music and will vary with respect to the amount of practice that is required particularly if additional musicians are serving at the wedding. The Director of Liturgical Music will be compensated at his stated rate even when serving only as a supervisor for visiting musicians. There are additional fees if rehearsals with guest musicians are required. The deposit required at the time the wedding date is set does not include the Music Fees.

#### Various Non-Liturgical Matters

Florists: Not all florists are permitted to service weddings at Saint Victor Church due to problems that have occurred in the past. Make sure that your florist is an approved florist for service at Saint Victor Church. If pew bows are to be used, they must not be attached with any type of adhesive.

Florist Cleanup: The florist is responsible for the complete removal of all materials that the florist has brought into the church, including aisle runners and all other such items. If materials from the florist remain in the church following the wedding the \$100.00 Security Deposit/Cleanup Fee will be forfeited. Sometimes the bridal party wishes to gift the altar flowers to the church after the wedding. This would be appreciated.

Aisle Torches, Arches and Trellises: Ostentatious displays such as aisle torches, arches, trellises and the like are a distraction from the liturgy and are not permitted. Aisle candles are not permitted. If any of these items are used in contravention of these Wedding Guidelines, the Security Deposit/Cleanup Fee will be forfeited.

Birdseed, Rice, Flower Petals: Birdseed, rice, flower petals, potpourri, and other similar items are not to be strewn inside or outside the church. The Church Offering (see below) covers many things, including ordinary clean-up and refuse removal. This does not include the removal of the aisle runner, birdseed, rice, confetti, flower petals, potpourri, or other materials. Do not throw anything on the floor or the ground inside or outside of the church. If any such items are used in contravention of these wedding guidelines the Security Deposit/Cleanup Fee will be forfeited.

Aisle Runner: The use of an aisle runner is unnecessary and a needless expense. It is not required. If an aisle runner is utilized and if it is not promptly removed by the florist immediately after the wedding, the Security Deposit/Cleanup Fee will be forfeited.

“The Unity Candle”: The so-called “Unity Candle” is not a part of the Rite of Marriage and therefore is not permitted.

“Floral Offering to Mary”: A “floral offering to Mary” is not a part of the Catholic Rite of Marriage, and is not permitted.

The Wedding Photographer: Wedding photographers are professionals who provide their services in ways that are dignified and unobtrusive. The policy of Saint Victor Church is to be hospitable to your wedding photographer. The parish priest will wish to speak to the photographer for a few minutes before the ceremony to review the plan for the wedding.

Photographs after the Wedding: The wedding party is permitted to take pictures in the church after the wedding, however the wedding photographs must be finished prior to 4:30. It is expected that the wedding party will vacate the church prior to the weekend confessions which begin at 4:30. Behavior that is fitting for a church is required during the photo sessions, or the session will be terminated and the church lights turned off.

Food: There is no provision for food to be brought into the church building on the wedding day. If food is brought into the church building the Security Deposit/Cleanup Fee will be forfeited.

Alcoholic Beverages: Alcoholic beverages are not to be brought into the church building on the wedding day. If alcoholic beverages are brought into the church on the wedding day the Security Deposit/Cleanup Fee will be forfeited.

REHEARSAL CHECKLIST: Be sure to bring the following items.

- (a) The Wedding License
- (b) A list of the wedding party, including the names and order of procession.
- (c) A list of the names of the cross bearer and three readers.
- (d) A list of the gift bearers in the event that the wedding takes place at mass.
- (e) A copy of the selected readings for the readers.

## Offerings and Payments

**NOTE: These fees do not include the Wedding Music or the “Prepare-Enrich” instrument.**

A \$500.00 deposit (\$500.00 if the presider is a visiting priest or deacon) is required at the time the wedding is booked. The following fees will be deducted from the deposit made at the time the wedding is booked and apportioned as indicated below. If the wedding is cancelled for any reason the entire deposit will be returned to the party that submitted the deposit. The \$100.00 Security Deposit/Cleanup Fee may be returned to the parties if the conditions required by these guidelines have been met. In short, the wedding party is expected to leave the church in the same condition of cleanliness in which it was prior to the wedding, without debris scattered on the floor and throughout the church. Saint Victor Parish in its sole discretion will determine whether or not the \$100.00 Security Deposit/Cleanup Fee will be returned.

See Plan “A” when the pastor is the presider for the wedding.

See Plan “B” if you intend to involve a visiting priest or deacon.

### PLAN “A” FOR WEDDINGS AT WHICH THE PASTOR IS PRESIDING:

1. St. Victor Church Offering	\$ 130.00	
2. St. Victor Clergy Offering	\$ 150.00	
3. St. Victor Wedding Facilitator	\$ 100.00	
4. Servers (Ten Dollars Each)	\$ 20.00	
5. Security Deposit/Cleanup Fee	\$ 100.00	(In some cases may be refunded.)
<b>TOTAL:</b>	<b>\$ 500.00</b>	(Paid when setting the wedding date.)

PLAN “B” FOR WEDDINGS AT WHICH A VISITING PRIEST OR DEACON IS PRESIDING\*: **\$500.00** payable at the time the wedding is booked. (The Security Deposit/Cleanup Fee of \$100.00 may be refunded pursuant to the conditions indicated in these guidelines.)

*This listing of the ordinary offerings and payments is included for your convenience. Under no circumstances should the statement of these suggested fees and stipends be construed as a requirement for marriage. Catholic parties who meet requirements for marriage have the canonical right to celebrate this sacrament. The celebration of this sacrament is not dependant on the ability to provide these fees. If special needs exist, please call this to the attention of the parish priest.*

The financial arrangements for the Liturgical Musician, Photographer and Florist are made with the couple directly. Therefore, the couple provides their fees separately. The couple also pays the nominal fee for the “Prepare-Enrich” instrument.

## Receipt of Wedding Guidelines

*Prior to setting the date, the parties are required to read and understand these wedding guidelines and sign and date this page and return it to the office of Saint Victor Parish along with the deposit which is \$500.00 whether the pastor is presiding, or if a visiting priest or deacon is presiding. The visiting priest or deacon must provide in writing an agreement to provide the require preparation, paperwork and rehearsal required for the wedding.*

We, the undersigned, bride and groom for the prospective marriage date indicated below, have received, read and understand the wedding guidelines contained in this document.

When the pastor is presiding: We understand that it is our responsibility to select a cross bearer and three readers for our wedding, and if the wedding is at mass we also will select two gift bearers for the offertory gifts of bread and wine. We understand that it is preferable for us to memorize the texts for the wedding vows and the exchange of rings. We understand that we must bring the wedding license to the rehearsal on the evening before the wedding; also we must bring a current listing of the wedding party including their names and the order of procession. It is also our responsibility to provide our readers with a copy of the readings for the wedding.

We understand that Security Deposit/Cleanup Fee will be forfeited in the event that flower petals, birdseed or any other material are strewn either inside or outside the church in contravention of these guidelines. We understand that Security Deposit/Cleanup Fee will be forfeited in the event that any food items or alcoholic beverages are brought into the church. We understand that any departure from these guidelines will result in the forfeiture of the Security Deposit/Cleanup Fee. We understand that Saint Victor Parish in its own discretion will determine whether or not the Security Deposit/Cleanup Fee will be forfeited.

We understand that the deposit does not cover the musician's fee, "Prepare-Enrich," or the "Pre-Cana Day."

Bride	Date	Groom	Date
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\_\_\_\_\_  
Prospective Marriage Date

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Date/Amount Deposit Received

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