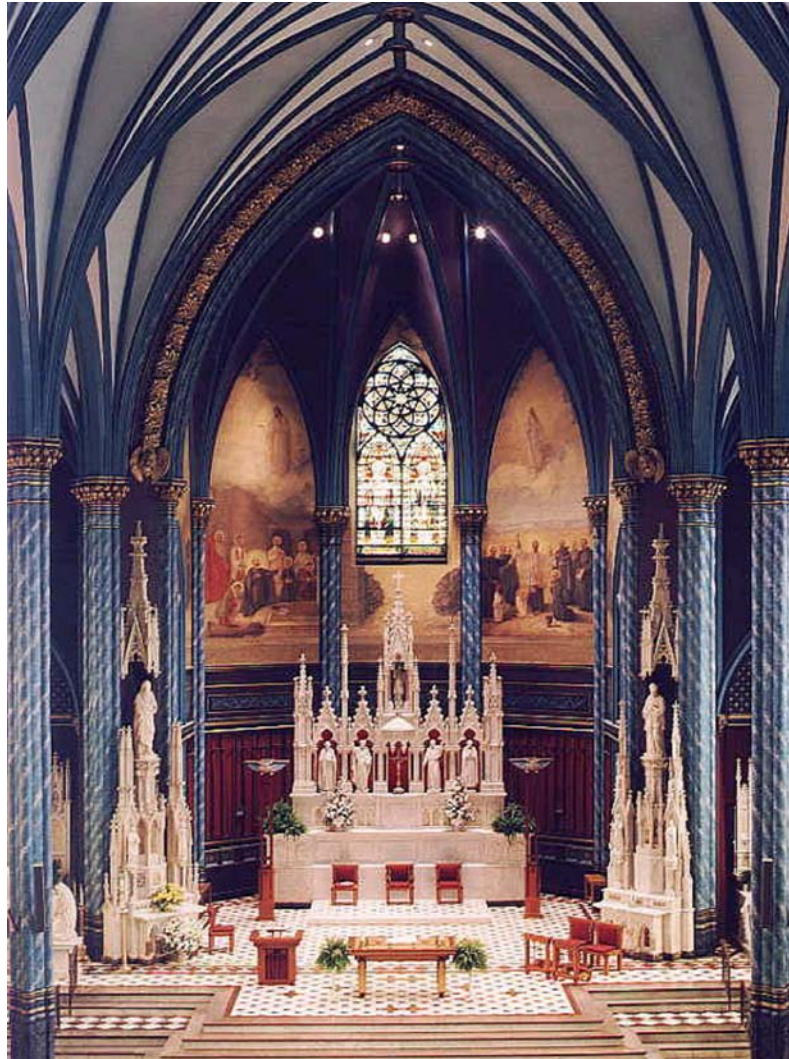


SAINT XAVIER
CHURCH JESUIT

Inward Reflection. Outward Action.



Wedding

Policies

Effective: November, 2008

Congratulations

on your recent engagement! We celebrate that God has brought you and your fiancé to this moment in your lives and pray that this time of preparation will be one of grace, peace, and joy for you and your families.

Since we are host to many weddings every year, these wedding policies are designed to assist you in your planning. If you have questions that are not answered within these pages, please contact us at 513-721-4045.

Your Wedding at Saint Xavier Church

1. Since our church will have a significant place in your married life, we invite you to consider becoming members of the parish. Registered members who have been active parishioners of Saint Xavier Church for a period of at least one year will be given preference in scheduling a wedding date.

Non-members of Saint Xavier Church may be married here provided that the Pastor of both the bride and groom gives permission. An Active member of the parish is defined and understood to be one who weekly attends Sunday Mass as is their obligation, and participates in parish community life through stewardship (time, talent, and treasure).

2. Persons who are not members of Saint Xavier Church or who are not members at the time of the wedding preparation may have a priest or deacon other than a member of our staff officiate at the wedding. The chosen priest or deacon is expected to give the required instructions for marriage preparation. The priest or deacon will be expected to complete the required marriage preparation documents for permanent archiving at Saint Xavier Church.

Fees

3. The fee for celebrating a wedding in Saint Xavier Church is \$1,000. A non-refundable deposit of \$500 is required when the date is confirmed and the Agreement and Couple's Information forms are submitted. The fee includes the use of the parish facilities, the assistance of the Saint Xavier Church sacristan, and the services of our parish music director..

4. The remaining balance must be paid at least two weeks before the scheduled date. Checks should be made payable to Saint Xavier Church.

5. A confirmation of the wedding date will be made only after contacting the Saint Xavier Pastoral Associate and providing the items listed in paragraph 11 under the section "Scheduling Your Wedding."

6. The stipend for your priest is in addition to the fees listed above. A suggested minimum stipend is \$250. If your priest/deacon provides marriage preparation, an additional stipend should be considered.

Scheduling Your Wedding

7. Weddings may be scheduled to begin on: Saturday afternoons at 1:30 or 2:00 PM or Saturday evenings at 6 PM. (If you desire a Friday evening wedding, please contact the parish office for further information).

8. Saint Xavier Church offers a Vigil Mass on Saturday at 4 PM. All activity in the church proper (photography, removal of decorations, flowers, etc.) must be completed by 3:30 PM. Please make note of these limitations when scheduling.

9. No one is guaranteed the use of the main church any earlier than 30 minutes prior to the starting time of the ceremony or Mass and 30 minutes at the completion. If additional time is needed in the main church beforehand, the parish office must be contacted in writing. If a request is approved, the amount of time

allowed will be determined by availability on the parish calendar.

10. The archdiocese requires that your wedding be scheduled at least six months before the anticipated date. Although, it is recommended that inquiries be made at least one year in advance since the Saint Xavier Church calendar fills up very quickly. To make arrangements, contact our Pastoral Associate for Sacramental Life and Liturgy through the Saint Xavier Church office (513-721-4045).

11. The Pastoral Associate will ask for some preliminary information and check on the *availability* of the date and time that you request. Once it has been determined that the date you are requesting is available, and that you are free to marry in the Roman Catholic Church, you must provide the following items before the date can be *confirmed* and placed on the calendar:

- a. The name of the priest or deacon who will instruct and officiate.
- b. The signed Agreement Form—included with this booklet—acknowledging that you have read thoroughly the Saint Xavier Church Wedding Policies and that you agree to abide by them without exception.
- c. The \$500 non-refundable deposit.
- d. The letter of permission from the Pastor of the bride and groom (or of the Catholic party) giving permission for the marriage to be celebrated at Saint Xavier Church. [This is required if both parties are non-registered members of Saint Xavier Church.]

12. Once these items are given to the Pastoral Associate for Sacramental Life and Liturgy and the date has been confirmed, you should begin to meet with the priest or deacon who will be assisting you with your marriage preparation and instructions.

Wedding Rehearsals

13. The Pastoral Associate assigns rehearsal times after your wedding date is confirmed on the parish calendar. The following schedule will determine rehearsal assignments:

Friday evening weddings:

5:30 PM on Thursday

Saturday afternoon weddings:

5:30 PM on Friday*

Saturday evening weddings:

6:30 PM on Friday*

** If there is a Friday evening wedding scheduled at Saint Xavier Church, all rehearsals for Saturday weddings will be on Thursday.*

14. All rehearsals will begin at the scheduled time (*whether or not all participants have arrived*). There is a maximum 45 minutes permitted for rehearsal. It is suggested that your guests be instructed to arrive 15 minutes early. The celebrant—aided by the Saint Xavier Church sacristan—is in charge of directing the rehearsal.

The church does not allow professional wedding planners/coordinators to be involved directing the rehearsal or actual wedding ceremony. The couple should discuss all details ahead of time with their officiant (including where family members will sit). This will allow the rehearsal to proceed in a timely manner.

Marriage Preparation Requirements

15. As part of the instruction process, you are required by the Archdiocese of Cincinnati to do “FOCCUS” (“Facilitating Open Couple Communication Understanding and Study”), a professional evaluation tool designed to highlight strengths and weaknesses in your relationship so that life issues and concerns can be addressed and openly discussed before marriage.

16. Furthermore, according to the guidelines established by the Archdiocese of Cincinnati,

marriage preparation must also contain participation in either the Pre-Cana workshop or an Engaged Encounter weekend. Please contact the Family Life Office of the Cincinnati Archdiocese—website: cincinnati.catholic.org for further information and/or to register for one of these programs. These programs must be completed several months before your wedding.

17. St. Xavier Church offers a marriage preparation session for couples as they begin the marriage preparation process. The session includes the theology and sacramentality of a Roman Catholic marriage and may include the administration of the FOCCUS instrument. Please contact the Pastoral Associate for details.

18. During the instruction process, you must present the following items to your priest or deacon:

- a. Baptismal certificates for both parties, whether Catholic or Protestant. For a Catholic, contact the church where the baptism took place. If the church no longer exists, contact the local diocese chancery office (Archdiocese of Cincinnati, 513-241-3131.) Do not mail the certificates to Saint Xavier Church. Instead, give them to the priest or deacon who is preparing you for marriage. A Catholic baptismal certificate should be dated *no sooner than six months before the date of your wedding*. If no baptismal certificate is available for a baptized non-Catholic, a signed statement by someone who was present at the baptism—stating the date, the name of the church and place of baptism—is needed. If either the bride or groom has not been baptized, your priest or deacon will have to file a request for a special dispensation for the marriage.
- b. Documentation that you have participated in a marriage preparation

program, had individual instruction, or attended a Pre-Cana workshop or Engaged Encounter weekend.

- c. Though not part of the actual instruction process, you will need to bring a civil marriage license from Hamilton County or from any Ohio county of residence to the rehearsal. For more information about Hamilton County license requirements, call 513-946-3589.

19. Several months before your wedding, your priest or deacon will discuss with you the details of your wedding liturgy. If either the bride or groom is not Roman Catholic, your ceremony will be a Liturgy of the Word outside of Mass.

Music

20. Before planning any music or engaging musicians, please contact Saint Xavier Church's Music Director, Dr. Mark Bailey at m Bailey@stxchurch.org. The parish music Director is responsible for approving all Music that is performed in church before, during, and after the ceremony and will play for ALL weddings. Outside organists and pianists are not permitted. Any outside vocalists or other musicians must be utilized in conjunction with the services of the parish music director and must be approved by him in advance.

21. Three or four months before the wedding, a mutually agreeable time will be scheduled with the parish music director to plan music selections for the ceremony. Prior to that meeting, he will provide by phone or email any items that you will need to consider ahead of time. If you plan to engage the services of a vocalist, trumpeter, violinist, etc. for your wedding, the parish music director can provide referrals.

22. SONGS In keeping with the Wedding Music Guidelines of the Archdiocese, Saint Xavier Church requires that all song selections be chosen from the repertoire of sacred or liturgical music. They must be religious in their

text, clearly referring to God by name in a significant way, quoting Scripture, or the like. Popular songs that happen to mention God in an incidental manner do not qualify as sacred music. Secular or popular songs, therefore, are not allowed before, during, or after the ceremony, and should not be requested. This applies even if the songs could be played as instrumentals only. Some pieces may be objectionable on the basis of their musical style if they are considered to be in conflict with the dignity of the Sacrament and the house of God. The parish music director has final approval about questionable music. You are welcome to suggest music of your own choosing. Or, the parish music director can guide you with suggestions for traditional and contemporary music.

23. VOCALISTS If a vocalist is desired, we strongly recommend that you choose a professional. If you want to bring in your own soloist, the parish music director must approve your choice prior to the wedding. Also, a list of songs in that person's repertoire must be obtained before the music planning session. Rehearsal time with any soloist occurs within the hour before the wedding since it is assumed that the vocalist (or instrumentalist) will know all music before arriving. The parish music director is not responsible for teaching songs to the soloist prior to the wedding day. Please note that if you choose not to hire a vocalist, the parish music director is able to cantor a limited portion of the ceremony (Responsorial Psalm, Gospel Acclamation, and Eucharistic Acclamations).

24. INSTRUMENTS Saint Xavier is fortunate to have a fine pipe organ. In addition, there is a Yamaha digital piano in the choir loft. Other traditional instruments are welcome, such as trumpet, violin, flute, guitar, harp, etc. Certain instruments that would create a bizarre effect in church (e.g., harmonica, bagpipes, accordion, marimba, etc.) are not allowed. Also, the use of recorded music at any point is not permitted.

25. MUSIC FEES The Music Director/organist's fee is included in the fees paid to the church. Any additional musicians hired require separate remuneration by the wedding couple. To help with budgeting, the following is intended only as a guide to fees that you can expect when engaging the services of other professional musicians: vocalist—from \$175 to \$200; trumpeter or violinist—\$150 to \$175; harpist—\$200+.

26. CHANGES The music program approved by the parish music director is considered to be the final draft. If special circumstances warrant later changes of music or performers, please note that all subsequent changes must be approved as well.

Flowers And Decorations

27. Elaborate floral displays are not necessary due to the beautiful architecture of our church. If decorations are placed on the ends of the pews, they must be attached without the use of tape or tacks. Aisle candles must be approved beforehand and be shielded with glass chimneys. No decorations are to be placed on, in, or around the baptismal font in the rear of the church. The Pastoral Associate for Sacramental Life and Liturgy must approve ANY departure from these guidelines.

28. Candelabras are not permitted in the sanctuary. The only exception is the "unity candle" if one is to be used. All candles and glass chimneys must be removed immediately after the ceremony.

29. Sanctuary furniture, decorations, flowers may not be moved by the florist or family. Seasonal decorations (Advent, Christmas, Lent, Easter) provided by the parish are integral to the parish liturgical celebration and must not be moved by the florist.

30. Flowers may be placed in the sanctuary, but at no time may flowers or decorations be placed on the altar itself.

31. We do not have proper facilities to store

flowers, ferns, palms, etc. before a wedding. Therefore, please do not bring these items until they can be set up for the ceremony.

Floral set-up is restricted to the following:

Friday evening weddings: after 4:30 P.M.

Saturday afternoon weddings: after 12:30 P.M.

Saturday evening weddings: after 5:00 P.M.

32. St. Xavier Church is not responsible for any floral or rented items left in the building after a wedding.

33. The length of the middle aisle is 92 feet. Due to the potential hazard of the material sliding on the marble floor, aisle runners are not permitted. There are 24 rows of pews. The church seats approximately 983 people.

34. All aisle decorations must be removed immediately after the ceremony. Please be sure that your florist or the ushers are alerted to take care of this. We cannot be responsible for candlesticks or other decorations that are left in the church.

Photography

To maintain the dignity and solemnity of the wedding liturgy photographers/videographers are required to adhere to the following policies:

35. Photographs may be taken in the church undercroft before the wedding provided the Pastoral Associate is notified in writing in advance of the wedding. Permission cannot be presumed.

36. Before a Friday evening or Saturday 1:30 or 2:00 P.M. wedding, pictures may be taken in the Church sanctuary provided there is no other activity in the church, e.g. rehearsal, funeral. Permission for this must be obtained by the couple from the Pastoral Associate prior to the wedding date. Permission cannot be presumed.

37. If there is a prior Mass, photographers may not set up any equipment in the church or vestibule until that Mass is over. Please do not drop off any equipment that will need to be stored anywhere on the church premises. St. Xavier Church cannot be responsible for the equipment.

38. Flash pictures are permitted only during the processional and recessional. At no other time during the ceremony is flash photography allowed. During the ceremony itself, all extra lighting is prohibited. Photography and videography must use existing light.

39. Photographs may be taken from the side aisles, from the rear of the church, or the choir loft. The photographer is permitted to be in the center aisle during the processional and recessional. Otherwise all aisles must remain clear of any obstructions and photographic equipment.

40. Photographers may not enter the sanctuary at any time during the wedding liturgy. Remote cameras/microphones are not permitted in the sanctuary.

41. The sacristy, i.e. clergy vesting area, is not available for photography session before or after the wedding.

42. At a Saturday 1:30 or 2:00 P.M. wedding, picture-taking must end by 3:30 P.M. to allow us time to prepare for the 4:00 P.M. vigil Mass. For a Friday or Saturday evening wedding photography must end 30 minutes after the end of the ceremony.

43. For videographers: with the exception of an electrical extension cord, no cables of any type may be used. Also, no extra lighting may be used.

44. Videocameras may be used only from the side or rear aisles or the choir loft. The Music Director will give direction if the choir loft is used so as not to obstruct the musicians.

45. Sanctuary furniture, decorations, or flowers may not be moved by the photographer/videographer or family. Seasonal decorations (Advent, Christmas, Lent, Easter) provided by the parish are integral to the parish liturgical celebration and must not be moved by the photographer.

46. The photographer/videographer is asked to introduce himself/herself to the priest or deacon before the wedding and ask for any final instructions or clarifications.

47. It is important to remember that the church is a sacred place and everything that the photographer does should reflect reverence for our church and the wedding liturgy. As a guest of the wedding he/she must respect and honor these policies and our customs.

Miscellaneous Items

48. If either the bride or groom is not Catholic, a non-Catholic cleric may be invited to participate in the wedding. Please notify the Pastoral Associate of Saint Xavier Church and the priest or deacon preparing you for marriage if a non-Catholic will be participating in the ceremony.

49. A sacristan will be on hand for both the rehearsal and the wedding to assist the wedding party and to make sure that all policies for use of the facilities are observed.

50. Saint Xavier Church does not provide liturgical ministers (e.g. servers, readers, or communion distributors) for weddings. If liturgical ministers are needed, it is the responsibility of the couple to provide individuals who have been suitably trained for that ministry.

51. If you are having a Mass, you are encouraged to forgo the lighting of a unity candle. For Catholics, the Eucharist is the primary symbol of unity. While the unity candle has become a popular addition to many ceremonies, it does not have a place within the Rite of Marriage of the Catholic Church.

52. Photographs may be taken in the church following the conclusion of the ceremony or Mass. If the wedding party desires photographs before the wedding, the undercroft may be used during this time.

53. The bride and her attendants may dress and/or gather in the undercroft before the wedding. It is expected that the wedding party will return the undercroft to the neat and orderly condition in which it was found. Please do not arrive earlier than 90 minutes before the scheduled starting time of any wedding. NOTE: This arrival time does not grant access to the church proper, only to the undercroft.

54. Church law prohibits the consumption of alcohol prior to the ceremony. Alcoholic beverages of any type are not permitted on church property or in the parking lot. No food or drink is permitted in the church itself.

55. Throwing rice, confetti, flower petals, or birdseed; blowing bubbles; or releasing balloons is not permitted in the church or anywhere on the premises. Violation of this policy will result in a substantial additional maintenance fee.

56. The official record of your marriage will be kept at Saint Xavier Church.

57. Please designate someone to be responsible for removing programs and any other items that may have been left behind in the church by your guests.

58. Parking - The parking lot adjacent to the church belongs to System Parking, not to Saint Xavier Church. Parking is not free for weddings. For information call 513-929-9200. The Sixth Street Garage at Proctor & Gamble operated by Parking Company of America can be reached at 513-241-0629.

59. Program/Worship Aids - The Music Director or Pastoral Associate can assist you with proper wording and order of the ceremony.

60. It is imperative that you bring the civil

marriage license to the rehearsal and give it to the priest or deacon who will officiate at the wedding. The wedding cannot take place without the presence of the license.

Know that you remain in the prayers of the good people of Saint Xavier Church as you prepare for your wedding day. May God, who has begun the good work in you, bring it to fulfillment in this holy time.



Wedding Policies for Florists

PLEASE GIVE A COPY OF THESE POLICIES TO YOUR FLORIST.

1. Elaborate floral displays are not necessary due to the beautiful architecture of our church. If decorations are placed on the ends of the pews, they must be attached without the use of tape or tacks. Aisle candles must be approved beforehand and be shielded with glass chimneys. No decorations are to be placed on, in, or around the baptismal font in the rear of the church. The Pastoral Associate for Sacramental Life and Liturgy must approve ANY departure from these guidelines.
2. Candelabras are not permitted in the sanctuary. The only exception is the "unity candle" if one is to be used. All candles and glass chimneys must be removed immediately after the ceremony.
3. Sanctuary furniture, decorations, flowers may not be moved by the florist or family. Seasonal decorations (Advent, Christmas, Lent, Easter) provided by the parish are integral to the parish liturgical celebration and must not be moved by the florist.
4. Flowers may be placed in the sanctuary, but at no time may flowers or decorations be placed on the altar itself.
5. St. Xavier Church does not have proper facilities to store flowers, ferns, palms, etc. before a wedding. Therefore, please do not bring these items until they can be set up for the ceremony.

Floral set-up is restricted to the following:

Friday evening weddings: after 4:30 P.M.

Saturday afternoon weddings: after 12:30 P.M.

Saturday evening weddings: after 5:00 P.M.

6. St. Xavier Church is not responsible for any floral or rented items left in the building after a wedding.
7. The length of the middle aisle is 92 feet. Due to the potential hazard of the material sliding on the marble floor, aisle runners are not permitted. There are 24 rows of pews. The church seats approximately 983 people.
8. All aisle decorations must be removed immediately after the ceremony. Please be sure that your florist or the ushers are alerted to take care of this. We cannot be responsible for candlesticks or other decorations that are left in the church.

Thank you for your cooperation.



Wedding Policies for Photographers

PLEASE GIVE A COPY OF THESE POLICIES TO YOUR PHOTOGRAPHER AND VIDEOGRAPHER.

1. Photographs may be taken in the church undercroft before the wedding provided the Pastoral Associate is notified in writing in advance of the wedding. Permission cannot be presumed.
2. Before a Friday evening or Saturday 1:30 or 2:00 P.M. wedding, pictures may be taken in the Church sanctuary provided there is no other activity in the church, e.g. rehearsal, funeral. Permission for this must be obtained by the couple from the Pastoral Associate prior to the wedding date. Permission cannot be presumed.
3. If there is a prior Mass, photographers may not set up any equipment in the church or vestibule until that Mass is over. Please do not drop off any equipment that will need to be stored anywhere on the church premises. St. Xavier Church cannot be responsible for the equipment.
4. Flash pictures are permitted only during the processional and recessional. At no other time during the ceremony is flash photography allowed. During the ceremony itself, all extra lighting is prohibited. Photography/videography must use existing light.
5. Photographs may be taken from the side aisles, from the rear of the church, or the choir loft. The photographer is permitted to be in the center aisle during the processional and recessional. Otherwise all aisles must remain clear of any obstructions and photographic equipment.
6. Photographers may not enter the sanctuary at any time during the wedding liturgy. Remote cameras/microphones are not permitted in the sanctuary.
7. The sacristy, i.e. clergy vesting area, is not available for photography session before or after the wedding.
8. At a Saturday 1:30 or 2:00 P.M. wedding, photography must end by 3:30 P.M. to allow us time to prepare for the 4:00 P.M. Saturday afternoon vigil Mass. For a Friday or Saturday evening wedding photography must end 30 minutes after the end of the ceremony.
9. For videographers: with the exception of an electrical extension cord, no cables of any type may be used. Also, no extra lighting may be used.
10. Videocameras may be used only from the side or rear aisles or the choir loft. The Music Director will give direction if the choir loft is used so as not to obstruct the musicians.
11. Sanctuary furniture, decorations, or flowers may not be moved by the photographer/videographer or family. Seasonal decorations (e.g. Advent, Christmas, Lent, Easter) provided by the parish are integral to the parish liturgical celebration and must not be moved by the photographer.
12. The photographer/videographer is asked to introduce himself/herself to the priest or deacon before the wedding and ask for any final instructions or clarifications.
13. It is important to remember that the church is a sacred place and everything that the photographer does should reflect reverence for our church and the wedding liturgy. As a guest of the wedding he/she must respect and honor these policies and our customs.

Thank you for your cooperation.



Checklist

for a Wedding at Saint Xavier Church

PLEASE USE THIS CHECKLIST TO SECURE YOUR WEDDING DATE AND TO GUIDE YOU THROUGH YOUR PLANS.

How do we secure the date?

- Contact the Pastoral Associate at Saint Xavier Church to inquire about an available date and time.
- After checking all arrangements, email the Pastoral Associate with your desire to secure the date.
- Contact the priest or deacon who will begin the marriage preparation process with you and officiate at your wedding. A priest or deacon is not assigned to your wedding by St. Xavier Church.
- Submit the non-refundable deposit made payable to Saint Xavier Church along with a signed copy of the **Agreement and Couple's Wedding Information** form indicating the contact information of the priest or deacon who will be officiating your wedding. Only after these items are received by St. Xavier will the date and time will be confirmed.

What do we do next?

- Obtain permission letters from the pastor of your home parish and submit them to St. Xavier Church for your file.

- Obtain documentation that you have completed a Pre-Cana workshop, Engaged Encounter weekend, or other program to fulfill the marriage instruction process requirement.
- Obtain copies of the bride and groom's baptismal certificates.

What else do we need?

- Contact music director at Saint Xavier Church at least three months prior to the scheduled wedding date.
- Give florist a copy of the Guidelines for Florist.
- Give photographer(s) a copy of the Guidelines for Photographers.
- Arrange for ushers, readers, servers, communion distributors, etc. St. Xavier Church does not provide these.
- Obtain civil marriage license 60 days prior to the wedding and bring to the rehearsal.



Agreement for a Wedding at Saint Xavier Church

PLEASE COMPLETE THIS FORM AND RETURN IT WITH THE COUPLE'S WEDDING INFORMATION AND DEPOSIT.

1. We have received and read thoroughly the Saint Xavier Church Wedding Guidelines and agree to abide by the rules and regulations contained therein.
2. We are aware of all time considerations involved for the use of the facilities. Any additional requests must be made in writing and directed to the Pastoral Associate for Sacramental Life and Liturgy at Saint Xavier Church. We understand that Saint Xavier Church is in no way obligated to grant any exceptions to the established guidelines.
3. We will provide the required deposit at the time of the initial booking and that the remaining payment will reach the parish office no later than two weeks before the scheduled date of the wedding.
4. We will use the services of the Saint Xavier Music Director and we understand that no exceptions will be made to this policy.
5. We understand that on the day of the wedding the Saint Xavier Church sacristan serves as a representative of the parish to ensure that all policies for use of the building are strictly observed.

Groom's Name (PLEASE PRINT)

Date Signed

Signature of Bride

Date Signed

Bride's Name (PLEASE PRINT)

Date Signed

Signature of Groom

Date Signed

Date of Wedding

Time of Wedding

