

Saint John the Evangelist Catholic Church

Indianapolis' original Catholic parish and former PRO-CATHEDRAL

126 West Georgia Street • Indianapolis IN 46225-1004

FAX (317) 635-2014

WEBSITE www.stjohnsindy.org



WEDDING POLICY

for Weddings in 2017

approved February, 2016

Staff

<i>Pastor:</i>	<u>Father Rick Nagel</u>	
<i>Wedding Coordinator:</i>	<u>Bridget McClellan</u> (317) 635-2021 x22	bridget.mcclellan@stjohnsindy.org
<i>Wedding Hostesses:</i>	<u>Judy Cunningham</u> (317) 445-1708	judy.cunningham@stjohnsindy.org
	<u>Jessica Inabnitt</u> (317) 691-5374	jessica.inabnitt@stjohnsindy.org
<i>Director of Music:</i>	<u>Francisco Carbonell</u> (317) 635-2021 x23	francisco.carbonell@stjohnsindy.org

Scheduling a Wedding

1. The initial contact is to be made by either the **bride** or the **groom**. The church staff works **only** with the couple. **No other outside parties (including family members)**.
2. No weddings will be booked *less than 6 months before* the anticipated wedding date.
3. No weddings will be booked *earlier than January 1* of the year preceding the wedding.
4. When contact is made, the Wedding Coordinator:
 - a. verifies availability of the requested date/time
 - b. informs the couple that the parish welcomes them and will pray for them as they prepare for their wedding
 - c. informs the couple that the date/time will not be officially placed on the parish calendar until the **non-refundable church stipend**, the **signed Wedding Request Form**, the **Officiating Clergy Form** and the **Marriage Preparation Agreement** have all been received
 - d. issues to the couple the Wedding Packet, containing all of the necessary forms
5. It is the responsibility of the couple to secure the services of a Catholic priest or deacon (who is in good standing in his diocese) to officiate the wedding, and make arrangements

to complete a marriage preparation program, according to the guidelines of the Archdiocese of Indianapolis. See www.archindy.org

6. When the stipend check and all the signed forms have been returned to the Wedding Coordinator, the date/time of the wedding and its rehearsal will be officially noted on the parish calendar and a confirmation letter will be sent to the couple. **A couple's signature on the Wedding Request Form acknowledges that they have read our Wedding Policy and will abide by its terms.**
7. After the wedding has been scheduled, all logistical questions should be directed to the Wedding Hostesses, **Judy Cunningham** or **Jessica Inabnitt**. The Wedding Hostess will schedule a meeting with the couple approximately 1 to 2 months before the wedding date to review and finalize detailed plans for the wedding rehearsal and liturgy.
8. Our parish Director of Music, **Francisco Carbonell**, can serve as the chief musician for weddings. Francisco will schedule a meeting with the couple 1 to 2 months before the wedding date, so that he may assist them in selecting appropriate music and guide them in the preparation of an appropriate wedding program/worship aid for use during the wedding. See the **Wedding Music Policy** for further details.

If the couple chooses not to use Francisco's services, they must adhere to the guidelines in the attached **Wedding Music Policy**. Please let Francisco know for approval of a substitute wedding program/worship aid.

*****For your convenience, the Wedding Hostess and Music Director will coordinate to schedule your meetings on the same day.***

Allowable Dates & Times for Weddings

1. **Saturdays at 1:00pm only** (*access to church allowed from 12:00pm–3:00pm*)
2. **Saturdays at 4:00pm only** (*access to church allowed from 3:15pm–6:00pm*)
3. **Saturdays at 10:00am only** (*access to church allowed from 8:30am–11:30am*)
4. **Friday afternoons at 3:00pm only** (*access to church allowed from 1:30pm–5:00pm*)
5. **No weddings are scheduled for Saturday evenings, Sundays, or Holy Days.**
6. **No weddings are scheduled during the liturgical seasons of Advent and Lent.**

Wedding Fee – What is provided?

Please contact the Wedding Coordinator, Bridget McClellan, for fee structure. The wedding fee that you pay to St. John the Evangelist Catholic Church includes these items:

- Use of our church and parking lot
- Services of our wedding coordinator, wedding hostess, organist/pianist, cantor (singer), worship aid layout/design, and a parking lot attendant
- The fee **does not include**: your Wedding License, fees to your officiant and altar servers (if any), marriage retreat cost, musicians outside of St. John's (*such as a string quartet, trumpeter, other singers, etc.*).
- If you are unsure about anything, please contact us – we are here to help you!

The Wedding Liturgy – Mass or Ceremony?

1. When both parties are Catholic it is usual for the liturgy to include both the Sacraments of Holy Matrimony and the Eucharist (*Mass*). When a Catholic marries a baptized non-Catholic, the liturgy can include both the Sacraments of Holy Matrimony and the Eucharist or just the Sacrament of Holy Matrimony. When a Catholic marries a non-baptized person, the liturgy must solely include the Sacrament of Holy Matrimony.
2. The priest or deacon leading the marriage preparation will provide the couple with the wedding planning booklet *Together for Life* or a similar document to assist in preparing for the liturgy.
 - a. Using that resource, the couple will select prayers, scripture readings, vows and blessings to be used in their wedding liturgy.
 - b. The lectors (*people proclaiming the scripture readings*) should be given a copy of their readings to review prior to the rehearsal. **At the liturgy, however, the readings will be proclaimed from the church Lectionary.**
 - c. St. John has available appropriate Prayers of the Faithful (*petitions*) that may be used at wedding liturgies for couples to choose from during their preparation.
3. It is suggested to have altar servers at a wedding; *especially a Mass*. Couples should confer with their officiant about utilizing altar servers and should consult with the wedding hostess if help is needed to recruit them. Couples should consult the wedding hostess about albs, cassocks and surplices available for servers. ***An acceptable stipend for an altar server is \$50.***

Rules Governing the Use of the St. John Facilities

St. John the Evangelist Catholic Church, the oldest parish in Indianapolis, is a sacred space as well as one of beauty, stillness and reflection. We welcome all visitors and enjoy extending hospitality to wedding parties. We do expect that all visitors be respectful of our sacred church and its furnishings. The following rules are to be observed:

1. **No alcoholic beverages are permitted on the premises at any time.** Any person deemed under the influence of alcohol at a rehearsal or wedding will be required to leave.
2. **Food is not allowed in the church. Bottled water is the only allowed drink.** It is the responsibility of the couple to assure that their wedding party has an opportunity for an adequate meal before arriving at the church on the day of the wedding.
3. **We prefer all members of the wedding party arrive at St. John dressed in their wedding attire. Dress for all persons in the wedding party should be appropriately modest and suitable for a sacramental liturgy.**
4. The basement of the Rectory will be available for the bride and bridesmaids prior to the wedding. The groom and groomsmen will have privacy in the conference room of the first floor of the Rectory.
5. **The church sound system is to be used exactly as provided.** No “hook-ups” to the existing system, or to any independent sound system, is permitted. The videographer may provide a recording microphone for the groom/officiant with their permission. A recording microphone may be placed on the speaker in the Sacristy, or in the Choir Loft, with permission of the Wedding Hostess.
6. Photo and video cameras may be placed only where permitted as explained in the **Photo/Video Policy.**
7. **Aisle runners are not permitted at St. John.**

8. **No receiving line is allowed at St. John after a wedding** (*This includes dismissal of guests from their pews by the couple*).
9. The large center doors facing Capitol Avenue will be opened after the wedding.
10. The church staff will arrange any required sanctuary furnishings (i.e., chairs and kneeler for the Couple and Officiant) in an appropriate manner. A memorial candle in memory of deceased family members or friends may be used. **Other sanctuary furnishings and seasonal liturgical decorations elsewhere in the church must remain in place. No additional furnishings or candelabras are permitted in the sanctuary.**
11. If there is time for a ceremonial exit, only small handbells or bubbles may be used.
12. **The church must be cleaned and vacated** (*including removal of all personal items and decorations*) **no later than 5:00pm** for Friday afternoon weddings, **11:30am** for Saturday morning weddings, **3:00pm** for Saturday afternoon weddings starting at 1:00pm and **6:00pm** for Saturday afternoon weddings starting at 4:00pm.
13. **Children must be present at the rehearsal and be able to participate** (*walk down the aisle, etc.*) **to be able to take part in the wedding. If you have any questions regarding children, please consult your wedding hostess.**
14. **No animals are permitted in the church, other than those trained as service animals.**
15. Two handicap restrooms near the south entrance to the church (*the parking lot entrance*) are provided for the use of visitors.
16. **St. John is not responsible for any personal belongings left in the church.**

Necessary Civil and Sacramental Documents

1. The couple and the officiant are responsible for completing all necessary civil and sacramental documentation.
2. The marriage preparation file, including any necessary permissions or dispensations, is to be completed and to arrive at St. John at least two weeks prior to the wedding.
3. If the bride/groom is Catholic, they are responsible for providing **newly issued** baptismal certificates **within 6 months of the wedding**, to the person responsible for forwarding the marriage preparation file to St. John.
4. If the bride/groom is not Catholic, but has been baptized, they will need to provide **proof of having been baptized**.
5. The couple is responsible for obtaining a civil marriage license and certificate, and bringing those documents to the rehearsal. **If the license requires the couple's personal information it should be filled out prior to the rehearsal.** After signature by the couple, officiant, and witnesses, the license will be returned to the Clerk of Courts by the Wedding Hostess. The certificate and a copy of the marriage license will be given to the couple.

If the bride or groom is a resident of Marion County, or if both the bride and groom live outside of Indiana, the license should be obtained in Marion County. If residence is in another Indiana county, the license should be obtained in that county. Couples can consult the local Clerk of Courts website for details. <http://www.indy.gov/clerk>

The Wedding Rehearsal

1. Rehearsals are typically scheduled for the day before the wedding. The first wedding to be scheduled (10:00 am 1:00 pm or 4:00 pm) on a given Saturday will have its rehearsal on **Friday at 5:15pm or 6:30pm**. The second wedding scheduled (10:00 am 1:00 pm or 4:00 pm) **will take the remaining time available**.
2. If the Wedding Liturgy is scheduled for **Friday afternoon at 3:00pm**, its rehearsal will be scheduled for **Thursday at 6:00pm**.
3. The Wedding Hostess will be present for both the rehearsal and the wedding liturgy, to assist.
4. Wedding rehearsals begin promptly at the scheduled time. Couples are responsible for assuring that both they and their wedding party arrive at the church **at least 15 minutes prior to the start of a rehearsal**. Rehearsals usually take no more than one hour. Please plan for travel time between the end of the rehearsal and the start of your post-rehearsal dinner.
5. The rehearsal is conducted by the officiant (*assisted as needed by the Wedding Hostess*).
6. **The following persons are expected to attend the rehearsal:**
 - **Wedding Couple**
 - **Best Man and Groomsmen, the Maid/Matron of Honor and Bridesmaids**
 - **Flowers Girls and Ring Bearers** (*if any*)
 - **Parents** of the couple
 - **Lectors** (*people proclaiming the Scripture readings*)
 - **Offertory Gift-Bearers, Eucharistic Ministers, and Altar Servers** (*only if Mass is celebrated*)
 - **Ushers and Greeters**
 - **Wedding Planner** (*if applicable*)
7. Music is not performed at the rehearsal, so it is not necessary to have hired musicians present.

Guidelines for Decoration/Florists

St. John is a beautifully appointed church, and little additional decoration is needed. As noted previously, all existing furnishings and liturgical decorations are to remain in place. **Any additional floral arrangements must not restrict movement in the sanctuary nor obstruct the view of the assembly. Guests must always be able to see the altar table, ambo (*lectern*), the couple and the officiant.**

1. Any florist of the couple's choice may provide floral arrangements and wedding party flowers.
2. No decorations of any kind may be placed on the altar table.
3. Couples should bear in mind that the St. John aisle is narrow, so large pew decorations can be a safety hazard. **No decorations other than small pew bows may be used in the aisles of the church. This includes flower petals on the floor (*except synthetic flower petals thrown by the Flower Girls as part of the procession*).** Pew bows must be hung using materials that will not damage the pews, such as ribbon or coated floral wire. *Clips do not work on the St. John pews.*
4. Wreaths may be hung on the outside doors (*weather permitting*). They must hang only from existing hooks on the doors.
5. **Sand ceremonies or other non-sacramental actions are not permitted at St. John.**
6. All decorations not to be left for the use of the church must be removed immediately after the liturgy. If decorations are to be left, please advise the Wedding Hostess in advance.
7. **The wedding party is responsible for clean-up of any synthetic flower petals that were thrown.**

8. **The church is not available for decorating until the time designated for access to the church:**
 - **1:30pm** for Friday afternoon weddings beginning at 3:00pm
 - **8:30am** for Saturday morning weddings beginning at 10:00am
 - **12:00pm** for Saturday afternoon weddings beginning at 1:00pm
 - **3:15pm** for Saturday afternoon weddings beginning at 4:00pm

Photo/Video Guidelines

1. Photographers and videographers **only** have access to the following areas of the church during the procession and the wedding liturgy:
 - a. Main aisle **behind the last row of guests**
 - b. Corners of the North/South Transepts
 - c. Designated areas of the Choir/Organ Gallery
2. **The following areas are not available for the set-up of equipment:**
 - a. Sanctuary
 - b. Sacristy
 - c. Gothic Pulpit
 - d. Rectory and parish offices
3. **The church is not available for photos or video until the time designated for access to the church:**
 - **1:30pm** for Friday afternoon weddings beginning at 3:00pm
 - **8:30am** for Saturday morning weddings beginning at 10:00am
 - **12:00pm** for Saturday afternoon weddings beginning at 1:00pm
 - **3:15pm** for Saturday afternoon weddings beginning at 4:00pm

Parking

1. The St. John parking lot is available to the wedding party and guests (*for both the rehearsal and the wedding*). **There are approximately 40 parking spaces available in the lot.**
2. **Parking in the St. John lot is on a “first come, first served” basis.**
3. **All couples are required to use the services of our Parking Lot Attendant for the wedding liturgy. *The cost is included in the wedding fee.***
4. **All vehicles must be removed from our lot after the rehearsal and after the wedding.**
5. There are other parking options available near the church, such as the **Plaza Park Garage** (*on Capitol Avenue, just north of the church*) and the **World Wonders Garage** (*just east of the church, entered from Illinois Street or from Maryland Street*). **Guests staying at downtown hotels are encouraged to park at their hotel.**
6. No large vehicles such as limousines, busses, or trolleys are allowed in the parking lot. **They may drop off & pick up wedding party on Capitol Street, and park in the alley north of the church.**

Music

1. Our Director of Music, **Francisco Carbonell**, usually directs the music and serves as the organist and/or pianist.
2. Francisco will contact the couple **1 to 2 months before their wedding date**, to arrange a **one hour consultation** to select appropriate music for their wedding liturgy.

3. The Music Director secures the services of a professional cantor to lead the singing at the wedding (*included in the church fee*). He can also assist in finding other instrumentalists, *if desired*.
4. The Music Director will also assist in producing the layout of the wedding program/worship aid for the benefit of the congregation (*please see the **Wedding Music Policy** for more details*).
6. Should you choose not to use the services provided of either the Director of Music or the Cantor, please let Francisco know for approval of a substitute.

Stipends

1. As a sign of gratitude for the time and expertise offered by the officiant, it is appropriate to provide a stipend to that priest or deacon. A suggested amount is a **minimum of \$300**, or more, depending on their travel, time invested, etc. *Please gift that directly to the presiding priest*.
2. If altar servers are used, it is appropriate to offer them a **stipend of \$50 or more**.
3. If the marriage preparation is done by a priest or deacon who is not presiding at the wedding, it is appropriate to offer them a stipend as well. **A suggested amount is \$150**.

Thank You for considering our sacred church as the venue for your wedding liturgy. We are here to help make this special and blessed day, beautiful and memorable for you and your guests.