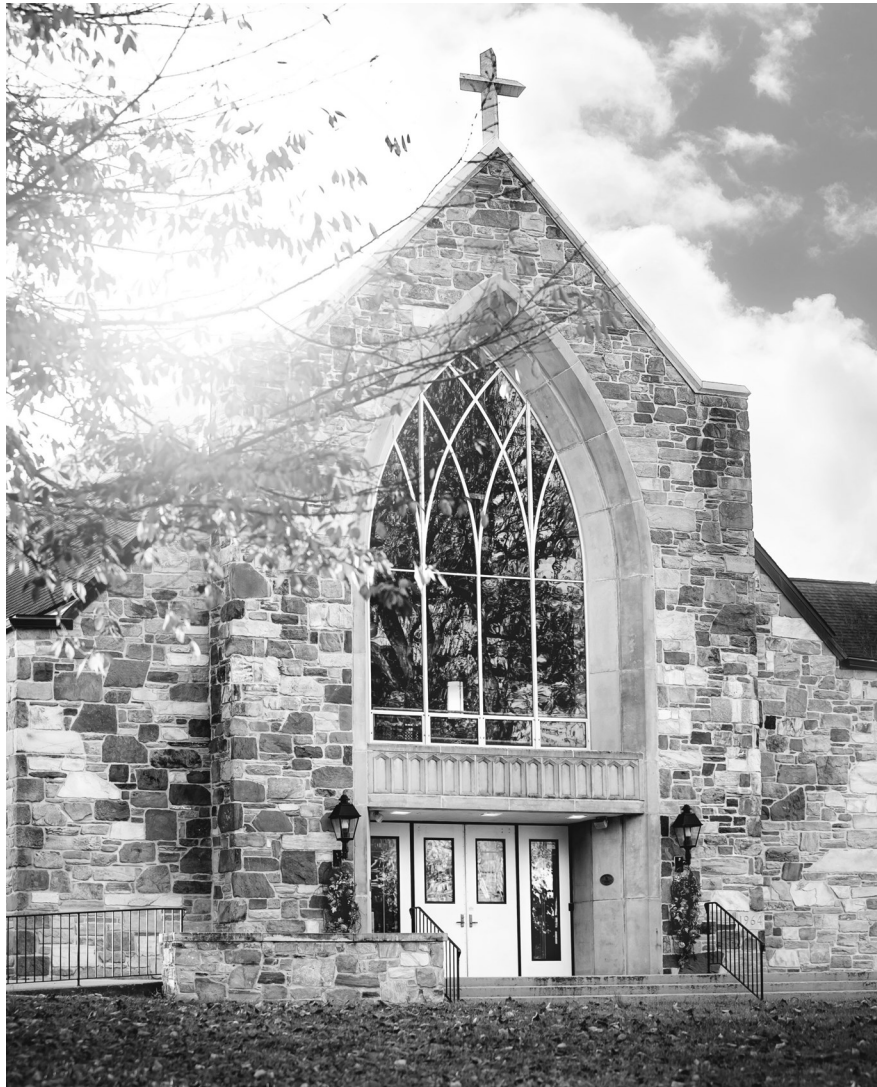


ST. JOHN THE EVANGELIST CATHOLIC CHURCH



WEDDING GUIDELINES

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I. MARRIAGE PREPARATION

"As with all the sacraments, marriage demands adequate preparation if the sacrament is to have its full meaning and effect. The planning of the liturgical celebration with the intimate involvement of priest, musician (s), and the couple is an essential part of that preparation because "[the sacraments] not only presuppose faith, but by words and actions they also nourish, strengthen, and express it."

Constitution on the Sacred Liturgy, #59

Congratulations and welcome to Saint John the Evangelist Church. We are happy to host your wedding liturgy celebration. The following guidelines will help you as you make your preparations.

INITIAL MEETING & PRE-CANA

At least six months before your anticipated wedding date, you must meet with one of our priests to complete the necessary paperwork, discuss the pre-Cana process, the liturgy, and set your date. You should not confirm arrangements for your reception until you have confirmed a wedding date with the priest and the Parish Office. The priest will provide you with the Together for Life booklet that will guide you in planning of the wedding liturgy (selecting readings, prayers, and other elements).

WEDDING COORDINATORS & CONSULTANTS

Your wedding ceremony will be planned by you, the Pastor (or other priest), and the Music Director. If you hire a wedding coordinator or consultant, please limit his or her participation in your wedding planning to the reception. The rehearsal will be led by a parish assigned wedding coordinator, who will arrange the details of the Mass or Ceremony. You will be contacted by the St. John's Wedding Coordinator, Christine Lane, as the wedding date approaches. She can be reached at: 904-866-3327 or christinelane2018@gmail.com.

If you decide to invite a priest or deacon not from St. Johns to preside at your wedding, your wedding file (documents) must be received at least three weeks prior to your wedding.

SCHEDULING YOUR WEDDING

Marriages are held on Saturdays at 11:00 a.m. and 2:00 p.m. The Pastor must approve visiting priests or deacons who are invited to preside. A note for 2:00 p.m. weddings: the Sacrament of Reconciliation (Confession) begins at 4:00 p.m. in the church, therefore, all activity must be completed before that time.

REQUIRED DOCUMENTS

Marriage license: Residents of Virginia must obtain a civil license from the Clerk of the Civil court of any county in the Commonwealth of Virginia no more than six weeks before the wedding. Non-residents of Virginia must obtain a Civil License from the Clerk of the Circuit Court at the courthouse of the county in which the marriage is to take place. For St. John the Evangelist Parish, this is the Fauquier County Court House. The Civil License is good for only sixty (60) days. There is a fee for the Civil License. For more information, visit: http://www.vdh.state.va.us/vital_records/marry.htm



REQUIRED DOCUMENTS, CONT'D.

If you are a Catholic:

You will need recent official copies of your baptism and confirmation records (no photocopies). These certificates must be dated within six months of your meeting with the priest. Each of you will need two notarized affidavits from a parent or clergy member certifying that you are free to marry.

If you are Catholic and not a registered member of St. John's parish:

You will need a letter of permission from the pastor of the parish in which you are registered.

If you are not Catholic:

You will need a recent copy of your Baptismal Certificate. You will need two notarized affidavits from a parent or clergy member, certifying that you are free to marry.

II. CEREMONY GUIDELINES

REHEARSAL

Rehearsals are held on the Friday evening before the wedding, generally at 5:00 p.m. or 6:00 p.m. The rehearsal will be led by our parish-assigned wedding coordinator, who will arrange the details of the Mass or Ceremony and will also set up for the wedding on Saturday. Rehearsals are limited to 45 minutes. Normally we have Eucharistic Adoration scheduled in the church at this time, which we do not wish to disrupt for longer than necessary, so please be aware of the time.

FLOWERS

Floral arrangements may be placed in the sanctuary. You are encouraged to consider leaving some of your flower arrangements in the church for weekend liturgies. Flowers may be placed in front of the altar on the floor. Other flower arrangements must be on the floor.

CHURCH FURNITURE, PEWS & DECORATIONS

Church furniture and seasonal liturgical decorations may not be removed from the church or moved within the church. Members of the bridal party are responsible for placing chairs in the sanctuary for the ceremony (placement to be determined at the rehearsal), and for replacing chairs to where they were found after the ceremony.

Moderate decoration of pews is permitted, however, no kind of tape is allowed so as not to deface the finish of the pews. Ribbons or flowers should be attached by elastic bands or plastic hooks over the ends of the pews. Please make this known to your florist when ordering.

The practice of throwing rice, birdseed or flower petals is prohibited both inside and outside the church.

DRESSING ROOM

There is no dressing room for the bridal party. There are restrooms on the right and left sides of the church, which will be available for use, but they are not suitable for dressing. The wedding party should arrive at church ready for the ceremony. In keeping with the nature of the Sacrament of Marriage, all members of the wedding party must be dressed appropriately for church. Please discuss wedding attire with the Wedding Coordinator.



PHOTOGRAPHERS AND VIDEOGRAPHERS

We urge photographers and videographers to exercise good judgment and common sense out of respect for the solemnity of the occasion and at all times accept direction from the Wedding Coordinator and the priest. During the ceremony, no cameras are allowed closer than the front pew area. All photography must be done from the main floor of the church with as little moving around as possible.

Following the ceremony, you may wish to have a few photos taken in the Church. Fifteen minutes is a reasonable time for this. If another wedding is scheduled following yours, decorators for the next wedding may be working in the church. The church must be cleared within an hour and a half (1 ½ hours) after the start time of the wedding.

Videographers are limited to two cameras. No additional microphones may be taped or placed in the Church, and no video editing equipment is permitted in the Church. Out of respect for the liturgy, videographers are expected to remain stationary during the Mass or ceremony, except for the entrance and exit of the wedding party. Videos may not be taken from the choir loft.

CLEAN UP

It is the responsibility of the wedding party to ensure the church is cleaned and returned to the condition in which it was found. Please assign a friend or family member for this task.

Additional Resources:

Arlington Diocese Website for the Sacrament of Matrimony

<http://www.arlingtondiocese.org/familylife/marriage.aspx>

Planning a Catholic Marriage

<http://www.foryourmarriage.org/catholic-marriage/planning-a-catholic-wedding/>

III. MUSIC GUIDELINES

St. John's Music Director, Mr. James Noakes, will play the organ for your wedding and will help select and organize the music. Please do not make any arrangements with singers or musicians without first speaking to Mr. Noakes. At least three months before your wedding, call Mr. Noakes at the Parish Office at 540-347-2922 x206 or e-mail jnoakes@sjesva.org to schedule a meeting with him.

Every wedding liturgy requires a cantor to assist the congregation with the sung parts of the service. Even when there is not a wedding Mass, a cantor is necessary. Mr. Noakes will arrange for the cantor and for any singers and instrumentalists you request. If a guest organist is permitted to play, the Music Director's fee will still be paid.

Music suggestions can be found on the following page.



ORDER OF MUSIC FOR A WEDDING MASS/CEREMONY

Prelude Music

Processional

Kyrie

Responsorial Psalm

Gospel Acclamation (Alleluia except during Lent)

Offertory Music (omitted at Ceremony)

Memorial Acclamation

Amen (omitted at Ceremony only)

Presentation to the Blessed Virgin Mary (optional)

Recessional

MUSIC SUGGESTIONS

Processional and Recessional (one piece for each)

Trumpet Voluntary - Jeremiah Clark

Trumpet Tunes - Henry Purcell

Trumpet Tune in D - William Boyce

Trumpet Tune in D - Maurice Greene

Trumpet Tunes - David Johnson

Crown Imperial March - William Walton

Prelude from Te Deum - Marc-Antoine Charpentier

Ode to Joy - Ludwig van Beethoven

Allegro from Water Music - G.F. Handel

Psalm 19 - Benedetto Marcello

Rondeau in D - Jean-Jacques Mouret

Now Thank We All Our God - Sigfrid Karg-Elert Carillon Louis Vierne

Toccata from Symphony V - Charles-Marie Widor

Prelude Music

Offertory, Communion and Dedication to Mary (if there is no vocal music)

Jesu, Joy of Man's Desiring - J.S. Bach

Air from Suite No. 3 - J.S. Bach

Preludes and Fugues - J.S. Bach

Chorale Preludes - J.S. Bach

Organ Concertos - J.S. Bach

Organ Concertos - G.F. Handel

Organ Concertos - J.G. Walther

Air from Water Music - G.F. Handel Suite

Gothique - Leon Boellmann

Ave Maria - Franz Schubert, etc.

Canon in D - Johann Pachelbel

Prelude on Hyfrydol - Ralph Vaughan Williams

Beatus Vir - Charles-Marie Widor

Psalm-Prelude, Set 1, No. 1 - Herbert Howells

Hymns (from the Adoremus Hymnal)

All creatures of our God and King #600

All people that on earth do dwell #622

Come down, O Love divine #440

Love divine, all loves excelling #470

Now thank we all our God #607

Praise my soul, the King of Heaven #611

Ubi caritas #390



IV. FEES

The Sanctuary Fee is paid online-only, not through cash or check. You will be sent a link to this payment when the church is booked. All other fees are to be paid directly to the individual with either cash or check. The deposit is due when the Church is booked. The total fee for the Church is due at least four weeks before the ceremony. The fees for the Organist, Cantor, and additional Musicians are to be paid to the individuals (NOT St. John's) at least four weeks before the ceremony. You can bring these payments to the Parish Office.

Fees for the Wedding Coordinator are to be given at the rehearsal and payable to the coordinator. Fees for the Altar Servers should be given to them on the wedding day.

INDIVIDUAL WEDDING FEES

The below fees are to be paid directly to the individual.

FEE	PARISHIONER	NON-PARISHIONER
Priest	Free-will offering	Free-will offering
Deacon	\$ 100	\$ 100
Organist*	\$ 300	\$ 400
Cantor	\$ 200	\$ 300
Wedding Coordinator	\$ 200	\$ 200
Altar Boys (each)	\$ 10	\$ 10

*Even when a guest organist is permitted to play, the Organist's fee will be paid.

Please write a separate check to each individual.

It is customary for a separate offering to be given to the priest or deacon on the day of your wedding. This is not a fee, but an honorarium for the time the priest or deacon spends with you preparing for and celebrating the Sacrament of Marriage. There is no requirement whatsoever to give any money to the priest. Nevertheless, many couples wish to offer a donation, which is paid directly to the priest or deacon.



ST. JOHN THE EVANGELIST CATHOLIC CHURCH PARISH

WEDDING CONTRACT

This signed form must be returned to the Parish Office before you can schedule your initial marriage preparation meeting.

- We have received and read the Wedding Guidelines for St. John the Evangelist Catholic Church and will honor them.
- We agree that we will follow these Guidelines and inform all people in the wedding party, florists, photographers, etc. of the rules and restrictions.
- We agree to pay all fees designated in the Guidelines.
- We understand that this signed Contract must be turned in to the Parish Office Manager prior to booking a wedding date.
- We understand that the wedding date cannot be set immediately because the priest must first establish that we are free to marry, understand the wedding vows, and are ready to make them.
- We understand the necessity of providing new Baptismal Certificates, Affidavits of Freedom, and other documentation for the wedding file.
- We understand that we must maintain a spirit of reverence in the church during the rehearsal and before and after the wedding.

Bride (Print and Sign Name)

Groom (Print and Sign Name)

Date

FOR OFFICE USE ONLY

Date Form Received: ____/____/____

Date Deposit Paid: ____/____/____

Final Payment Received: ____/____/____

Organist Paid: ____/____/____

Cantor Paid: ____/____/____