

Marriage Preparation Materials

Congratulations on your upcoming marriage. We developed this packet to assist you with your preparation for your celebration at St. Anthony. We are committed to working directly with the engaged couple as it is your responsibility to manage the details of your wedding. We do not communicate with wedding planners, parents, etc. You will be kept in our prayers as you make the necessary plans for your wedding and to begin your married life together.

You are asked to call St. Anthony Church at least **six** months prior to the date of your proposed wedding. Fr. Jamie Weber will then contact you to set up a meeting and assessment. This will assure all the required preparations can be made. The date and time of your Liturgy will be confirmed ***once your sacramental preparations have begun and your readiness to marry in the church has been determined.*** Weddings are normally scheduled on Friday evening or Saturday with a start time prior to 6:30 p.m.

Sacramental Preparation involves the following things which should be begun at least six months prior to your wedding date:

- 1) A certified copy of your Baptismal Certificate is required. Please contact the church of your baptism to have a current record sent to you. Bring it with you to your initial meeting with Fr. Jamie.
- 2) After taking the FOCCUS inventory (an aid for marriage preparation), you are to work with a Sponsor Couple from our Parish.
- 3) 2-3 meetings with the priest who will witness your marriage vows.
- 4) Attend an Engaged Encounter Weekend (www.cincinnatiengagedencounter.org). Fee of \$275 includes food and lodging. This is to be done as soon as possible.
- 5) Attend a National Family Planning program (www.ccli.org).

Most couples appreciate these programs which will truly enrich your marriage. A current schedule and information on these events will be provided to you.

Liturgy and Music:

Contact our Director of Music Ministry Michelle Markert at 513/271-0920 who can assist you, or if you like, provide a list of musicians who normally assist us with our celebrations. You are responsible for arrangements with the musician(s). Each Musician and vocalist are entitled to a stipend for their services, which include one planning meeting and attending the wedding rehearsal. The cantor / vocalist is to receive \$60-125; the musician \$200 or \$275-300 if working with a family cantor or additional instrumentalist. The agreed upon stipends must be paid in advance to St. Anthony Parish so their payments can be processed through our payroll system.

The wedding liturgy should follow the norms of the parish and include music that is approved and acceptable for use during Catholic liturgies in the Archdiocese of Cincinnati. A booklet is included with this packet as a guideline for your planning. The celebrant and musician will also assist you in your liturgy planning.

Parish Wedding Coordinator:

Parishioners, Angie Dadosky, serves as the Wedding Coordinator for our Parish who is expected to be present for the wedding rehearsal and the wedding ceremony. She will be the main contact person for you and will be available to assist you. She can be reached at 513/271-5782 or amdadosky@fuse.net and can help answer questions. A stipend of \$125 covers her services, must also be paid in advance to St. Anthony Parish so her payment can be processed through our payroll system. Our parish wedding coordinator is the only one who will deal with unlocking and locking our church and other facilities. Florists will need to be in contact with her. If you intend to have your own wedding coordinator, you should inform her beforehand. (Because both would be present for the rehearsal and wedding ceremony, both should be compensated for their services.)

Practical Information About the Church Building:

Length of the aisle in St. Anthony Church is 65 feet 7 inches from the steps of the sanctuary to the marble Holy Water font in the back of the church. You are permitted to use aisle runners. There is a total of 36 pews in the main body of the church, two rows of 18. The posted church capacity is 410 in the main body and 49 in the balcony. Our church is air-conditioned. We can reserve immediate parking for those people with disabilities on the street nearest the wheelchair ramp – ***if necessary, please make this request to the Wedding Coordinator in advance.***

There is very little space available for dressing in the church. The cry room can serve as a temporary waiting area, if necessary. The Parish Center may also be used for additional waiting/dressing space. ***If you wish to use the either of these facilities on the day of your wedding, prior arrangements must be made.*** Please remember to schedule the space you want to use at the same time you set your wedding and rehearsal date/time.

Rehearsal:

The rehearsal normally takes one hour and can be scheduled on the night before the wedding Liturgy beginning at 6:00, 6:30 or 7:00 p.m. ***Please remember to schedule this as you set the time and date for the Liturgy.*** Please ask the members of your bridal party to be on time. You should invite anyone with a speaking part to attend, or those who are serving as ministers, including Lectors, Eucharistic Ministers, Servers, etc., so they have a chance to practice.

Photographs:

To preserve the prayerfulness of your wedding Liturgy, no one may take flash pictures once the celebration has begun. Your photographer may use a flash during the procession, if necessary. Non-flash photographs during the celebration should be taken from the balcony. ***Please include a note in the wedding program requesting guest to refrain from taking flash photographs during the ceremony.***

If you wish to take photographs in the church before or after your wedding, you should schedule this time in advance. The church will be available for 2 extra hours before or after your wedding. Example: a 6:30 p.m. wedding can use the church until 8:30 p.m. for pictures, or begin the pictures at 4:30 p.m.

Videotaping:

You may have your wedding celebration videotaped, provided the taping is done from the balcony during the ceremony. If the videographer wants to film from another place in the church, prior permission from the pastoral staff must be obtained. It works best if this can be discussed prior to the rehearsal.

Flowers and Decorations:

The placement of flowers in the church should add to the festive nature of this celebration. They may be placed in the sanctuary area, and they are usually placed in front of the altar (not on the altar) and / or ambo (from which the Scriptures are read). Please use ribbons looped over the back of the pews for floral arrangements in the aisle. Do not use tape or tacks. **You may not affix anything to church furnishings, fixtures or doors.** Contact the Wedding Coordinator if you wish to place flowers on the outside of the church.

During the months of November and February, our church is decorated by our Multi-Cultural Committee for the celebration of Black Catholic Family Month and Black History Month; and, on the Dr. Martin Luther King, Jr. weekend. These are appropriate decorations, which should be respected. **If you wish to remove anything, you need to inform us and accept that it is your responsibility to see that everything is properly reset right after your wedding ceremony.** Christmas decorations in the church are not set up until after the Masses on the 4th Sunday of Advent and are removed immediately after the Solemnity of the Epiphany / Baptism of the Lord. During Advent, Christmas, Lent and the Easter Seasons, and possibly Pentecost, there are banners hanging throughout the church by the stained-glass windows. The Advent Wreath with candles is to the right of the ambo. Banners and the Wreath should not be disturbed in any way, since they are difficult to put up.

Candles:

St. Anthony's has four aisle candelabra. These are available for your use but most effective for evening weddings. You must get permission from the Wedding Coordinator to use them and be willing to take responsibility for setting them up and taking them down if using them. Most couples will coordinate the use of these items with their florist.

The unity candle is not a Catholic liturgical symbol and is not used during your marriage ceremony. It is suggested that the use of these candles be at your rehearsal dinner or wedding reception.

Set-up and Clean-up:

St. Anthony Church does not employ a maintenance person - someone to assist you with either the set-up or clean up. **We do not allow the dropping of rose petals by a flower girl or the throwing of rice or bird seed as the newlyweds exit the church.** Volunteers care for our church, which means the families from St. Anthony Parish clean the church before and following our celebrations. We ask that you do the same following your wedding celebration.

Liturgical Ministers:

Readers are usually selected from the family or friends of the couple. We recommend they are either experienced Lectors or public speakers. **Readers are expected to attend the rehearsal.** Servers are usually selected from the family or friends of the couple. We recommend they have experience. A parish altar server can be asked if you do not know someone. Eucharistic Ministers are usually selected from family or friends of the couple. They should be commissioned ministers in their home parish.

Donations for the use of the church by parishioners:

St. Anthony Church does not ask a specific amount for the use of its church from parishioners. Our Parish is able to do what it does because of the generosity of our community. We trust your generosity. Your contribution allows us to continue our ministry. Our pastor does not expect or keep any stipend. An outside the parish priest, secured by the couple, should be compensated for his services.

Marriage License:

You are responsible for obtaining a license valid in Hamilton County. It should be given to the celebrant of your wedding at the time of your rehearsal.

Weddings for Non-Parishioners:

Our church is also available for use by those who are not registered members of our Parish community who wish to be married in the Catholic Church, but for some reason cannot be married in their home parish. All items in this document are applicable to non-parishioners, as well as parishioners. The only celebrations permitted are the Roman Catholic Rite of Marriage, within or outside of Mass. The following items also apply to those who are not parish members:

- The fee to use the church is \$350 which covers the cost of maintenance for the building, utilities, time for the rehearsal (1 hour), and time on the wedding day (3-3.5 hours).
- This fee does not include a stipend for each musician and vocalist, which include one planning meeting and attending the wedding rehearsal. The cantor / vocalist is to receive \$60-125; the musician \$200 or \$275-300 if working with a family cantor or additional instrumentalist. The agreed upon stipends must be paid in advance to St. Anthony Parish so their payments can be processed through our payroll system.
- If you choose to use musicians from outside St. Anthony, it is required those musicians contact our Director of Music Ministry at least 3 months prior to the wedding Liturgy. No stipend obligation to our Parish musician would be necessary.
- You must use our Parish Wedding Coordinator and pay the \$125 fee. Payment must be made payable to St. Anthony Parish in advance to St. Anthony Parish so their payments can be processed through our payroll system. If additional work (decorating, additional coordination activities) are needed, an increased stipend should be included for the extra services.
- You are responsible for arranging to have a priest / deacon officiate at the wedding. The stipend for the visiting clergy is not included in any fee paid to St. Anthony Church.
- Marriage preparation for non-parishioners must be complete by the pastor of the couple's home parish. Visiting clergy will be expected to abide by all the guidelines outlined in this document.

Papal Blessings:

If you are interested, you may arrange for a Papal blessing. The fee of \$76.00 includes shipping. It will take 6 to 8 weeks. The request must be made on our Parish letterhead and acknowledge that those being married are active parishioners. It should include the occasion, date and names of the couple. Mail the request to Meyer Vogelpohl, attention: Blake, 10311 Julian Drive, Cincinnati OH 45215. (513/241-1535).

Contact Information

Parish Office:

Phone: 513/271-0920

Fax: 513/271-6630

Fr. Jamie Weber

Pastor, ext. 11 (*Wednesdays only*)

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Michelle Markert

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Angie Dadosky

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