

**St. Peter Church
125 Barr Street
Lexington KY 40507
(859) 252-7551**

WEDDING GUIDELINES

Welcome to St. Peter Catholic Church! We celebrate with you in your commitment to each other in the Sacrament of Matrimony. May the Lord who has brought you together sustain and deepen your love for one another! Use these guidelines in planning your celebration.

The process of celebrating the Sacrament of Matrimony at St. Peter Catholic Church begins with a phone call to the Parish Office Manager to check on the availability of dates.

Then the Catholic bride or groom must contact a priest or deacon. The priest or deacon agrees to prepare the couple for the sacrament and preside at the wedding. Once the Parish Office Manager confirms this agreement with the priest or deacon, the bride or groom will confirm the date and time and other required information with the Parish Office Manager and a non-refundable deposit will be accepted. This confirmation cannot be obtained through a third party such as the mother-of-the-bride or groom or wedding planner. All this needs to happen before making further arrangements for a wedding at St. Peter Catholic Church.

FEES

The total cost for the use of the church for a wedding is \$800.

- A **\$150 non-refundable deposit** will be accepted **after** the presider accepts responsibility for the wedding.
- The balance of **\$650** is to be paid in full **two weeks** prior to the wedding ceremony.
- These fees include the rental of the church and the wedding sacristan's fees. These fees **do not** include the customary stole fee paid to the priest or deacon nor the fee for the musician/vocalist.

WEDDING TIMES

- 1:00 PM** St. Peter Church is available to you from 11:00 AM – 2:30 PM.
4:30 PM St. Peter Church is available to you from 2:30 PM - 6:00 PM.
7:30 PM St. Peter Church is available to you from 6:00 PM - 9:30 PM.

(We do not vary on these times, as there are many other groups who use the church for services.)

WEDDING REHEARSAL

Rehearsals are scheduled the evening before the wedding and are limited to **ONE HOUR**. The time selected must be coordinated with the presider and with the Parish Office Manager of St. Peter Church.

CAPACITY OF THE CHURCH

Approximately 350.

DRESSING AREA

There is **NO** bride's room or any other space on the premises for dressing.

DECORUM

A prayerful attitude is to be observed at all times. The Altar of Sacrifice is not to be used as a utility table for cameras or other paraphernalia. The altar, ambo and other church furnishings or seasonal decorations may not be rearranged or removed as they are liturgical elements within the worship space. Because this is a place of worship, **no food or drink** may be brought into the church. **Alcoholic beverages are NOT permitted anywhere on the church property.** Please **turn off** all cellular phones and pagers upon entering the church. St. Peter Church is a **non-smoking facility**.

MUSIC

The music selected for the wedding needs to be liturgically appropriate. Please contact the Parish Office Manager to discuss selections. It is permissible to use an organist, cantor or other musician(s) of your choice. Any musician or vocalist used in the wedding entails a separate fee.

WEDDING SACRISTAN

Pat Kaluski. Part of the rental fee paid to the church pays for Pat to be at your rehearsal and wedding as required by our liability insurance provider. Pat is a representative of St. Peter Church and will give guidance concerning the appropriate conduct of wedding services in our liturgical space, i.e. placement of chairs, unity candles, processional, etc. On the day of the wedding, Pat will open the church and prepare the space for the wedding. She will be available to send the wedding party down the aisle. If you choose to hire a wedding coordinator, their role operates outside the liturgical ceremony. A hired wedding coordinator must defer to our pastoral staff.

FLORAL DECORATIONS/CANDELABRAS/ UNITY CANDLE/PEW BOWS

Flowers may be placed near, but not on, the Altar of Sacrifice (front altar). Likewise, the tabernacle (back altar) shall be visible at all times and not obstructed by flowers or other extraneous decorations of the wedding party. It is a long-standing custom to leave a floral arrangement for the church. We encourage this custom. The florist needs to be aware of the times you have access to the church for the wedding so that they can arrange for delivery time within the time allowed. Items cannot be delivered early as there are many groups who use the church and the church is not responsible for lost items. The florist needs to pick up any items on the next business weekday between 8:30 AM-4:30 PM.

You must provide all candles and stands for the wedding. Candelabras and stands may be rented from a rental company or your florist. **Dripless candles** are required.

Only padded clamps (available from the florist) may be used to fasten items to the pews. Bows, ribbons or greens may be attached to the pew with elastic or ribbon. Tape **may not** be used as it removes the finish from the church furniture.

Due to the nature of the tile floor, the use of an aisle runner is unsafe and therefore, not permitted. A flower girl **may not** drop real or silk flower petals on the main aisle or anywhere in the church. Flowers on the tile floor are potential tripping/slipping hazards for guests.

AISLE RUNNER

Due to safety reasons an aisle runner is unsafe and **not** permitted.

THROWABLES

Rice, confetti, birdseed or other *throw-ables* **may not** be used inside or outside St. Peter Church. You are responsible for informing your guests of this policy.

PHOTOGRAPERS/VIDEOGRAPHERS

Discretion is required and activities must be limited to areas where the photographer/videographer will not be distracting to the wedding ceremony. Photographers/videographers are to remain in the body of the Church (behind the first set of columns) and not forward in the Sanctuary (the carpeted area around the altar).

Flash photos are permitted during the processional of the bridal party into the church. **No artificial lighting, including flash photography** is permitted during the wedding ceremony. Flash photos are permitted again during the recessional of the wedding party out of the church. This policy is in place to respect the prayerfulness of the service.

STOLE FEE FOR PRESIDER

This is left up to the individual wedding party and there is no set amount.

SAFETY CONCERNS

CHOIR LOFT/BALCONY: Children are not allowed to climb the stairs or go up into the balcony. In inclement weather, the bride and ONE bridesmaid may wait in the choir loft for the beginning of the ceremony. The steps are VERY steep!

PEW ADORNMENTS: Any decoration that will restrict the flow of guests is prohibited. Guests must be able to move freely in and out of the pews at all times.

DOCUMENTS AND MARRIAGE PREPARATION REQUIREMENTS

During the preparation for the Sacrament of Matrimony, a confidential paper file is created and will be stored permanently at St. Peter Catholic Church. Below are some of the documents stored in this file.

If neither bride nor groom is a member of St. Peter Church, the Catholic party must obtain permission from the pastor of their church to be married at St. Peter Church. This is called "permission of the proper pastor." If both bride and groom is Catholic, permission can be obtained from either pastor.

All Catholic brides and grooms need a baptismal certificate issued within six months **prior** to the wedding date. This baptismal certificate is obtained by calling the **church of baptism** and requesting a copy of your baptismal record **with notations**. The church will need to know your name, date-of-birth and approximate date of baptism to locate the records. St. Peter's office can assist you, if needed.

If either party contracted a previous marriage, a copy of the declaration of nullity or death certificate of prior spouse is necessary.

Attendance at a Marriage Preparation program is required by the Diocese of Lexington. Brochures are available from a priest or deacon. Information can also be found on the Diocese of Lexington website under Family Ministry Office, Marriage Preparation. Their website address is www.cdlex.org. If you are undertaking marriage preparation in another diocese, the marriage preparation of that diocese will apply.

If the priest or deacon who is witnessing the wedding is not incardinated with the Diocese of Lexington, we must receive a "Letter of Good Standing" from his diocese.

A valid Kentucky marriage license is to be presented to the priest or deacon at the rehearsal. You may obtain this at any county clerk's office in the county courthouse. In Fayette County, marriage licenses can be obtained from the Lexington Fayette County Clerk. Call them at 253-3344 with further questions.

IMPORTANT NAMES AND CONTACT INFORMATION

Rev. John List, Pastor, 859-509-7687

Deacon Bill Wakefield, 859-312-6093

Jerry Ann Hayes, Parish Office Manager, 859-252-7551, jhayes@cdlex.org

Pat Kaluski, Wedding Sacristan