

Welcome to Saint Frances of Rome Catholic Community

Congratulations on your engagement!

The community of St Frances of Rome shares in your joy and happiness and the parish staff look forward to assisting you as you plan your celebration of the Sacrament of Marriage.

Our policies and procedures are in place to ensure that the celebration of the Sacrament of Marriage is of the best theological, liturgical and artistic quality and that it be a memorable moment in your life.

The celebration of the Sacrament of Marriage is an action of the entire church in whose presence you commit yourselves to one another. Because the celebration of marriage is worship, it is above all, communal. And because it is communal, every effort should be made to enable the assembly to participate in a full and active manner.

Everyone present should be able to hear, see, speak, sing and pray.

General Policies & Procedures

1. Couples who wish to be married at St Frances of Rome should contact the parish office no less than 6 months before the proposed wedding date. You should contact the parish secretary to make an appointment with the Pastoral Associate as soon as possible to secure your wedding date.
2. A deposit of \$75.00 will be required to secure a wedding date
3. Weddings are celebrated at St Frances of Rome at the following times.
Friday evenings between 5:00 pm and 8:00 pm
Saturdays between 10:00 am and 12:00 pm
4. Rehearsals are usually scheduled the evening before the wedding
Please contact the St Frances of Rome Pastoral Associate when you are ready to schedule your rehearsal. Rehearsals last approximately 1 hour. The marriage license should be brought to the rehearsal and is given to the Pastoral Associate.
5. When one of the parties is not Roman Catholic, the Rite for Celebrating Marriage Outside the Mass is used so that all may comfortably participate.
6. Wedding Plans that involve more than 6 bridesmaids & groomsmen must be approved by the Pastor. Wedding participants must be of an age and maturity to process down the aisle without fear. Please consult with your Pastoral Associate if you need further assistance.

7. For safety reasons, rice, birdseed, confetti, flower petals (real or silk) and balloons are not allowed in the church. Aisle runners may not be used.
8. The St Frances of Rome staff will assist you in preparation of your wedding ceremony. The Pastoral Associate will contact you to arrange a meeting to begin the process of planning your liturgy. The staff will also see to it that all paperwork is in order. If you have hired a wedding planner to help you, please understand that a parish staff member will coordinate all liturgical preparation, the rehearsal and the celebration of the liturgy.
9. Pianist – Musicians

The Director of Worship at St Frances of Rome will handle the music for all weddings at the church. They will be available to meet with the couple to assist them in choosing appropriate music for the ceremony.

Because they are familiar with the liturgy and instruments at St Frances of Rome, we strongly recommend that you use the church cantors and pianist for your wedding. If you wish to hire extra musicians, such as a trumpeter or a string quartet, they will be contracted by the Director of Worship. The Director of Worship can advise you regarding extra musicians, but they must be hired by whomever is planning the wedding.

If you do not wish to use the musicians at St Frances of Rome, the cantor you choose must be certified as a cantor in the Catholic Church. Any outside pianist would need to be advised by the Director of Worship.

10. No refreshments or food will be allowed in the church worship space.
11. Alcoholic beverages of any kind are not permitted on Church property on the day of the wedding. The presence of alcoholic beverages may result in serious consequences.
12. St Frances of Rome Parish is not responsible for lost items.
13. The Church candelabra are normally available and will be lit for your wedding. For reasons of safety, candles are not permitted in the center aisle at any time. Spring loaded candles are not accepted at St Frances of Rome.

Planning the Wedding

Please review the Archdiocese of Louisville Marriage preparation outline below. Your St Frances of Rome Pastoral Associate and Director of Worship will be available to assist you and your family in planning your liturgy.
Contact information: 896-8401

Please contact the Director of Worship as soon as possible to plan the music for your wedding.

Contact information: Parish Office 896-8401

Steps for Marrying in the Archdiocese of Louisville

1. At least six months prior to your wedding, *and before you set your wedding date*, make initial contact with your parish to schedule a meeting with the priest, deacon or pastoral administrator. You will receive information about parish guidelines. You can then schedule a date for the wedding. You may also begin to complete some of the required paperwork.
1. Next, you will set a time to take a premarital inventory. The FOCCUS Inventory (Facilitating Open Couple Communication, Understanding and Study) is widely used as part of marriage preparation in the Archdiocese of Louisville. Some parishes may offer a different inventory, or special circumstances may dictate another inventory.
1. Then you will meet with a facilitator from the parish to discuss the results of the inventory, including the areas of strength in your relationship as well as the areas that need attention.
1. Your next step is participation in a parish-based or archdiocesan marriage preparation program. The decision about the best program for you was probably discussed at your initial meeting with the priest, deacon or pastoral administrator. These programs are most helpful when attended *early* in your preparation time.

Marriage Preparation

The marriage preparation process begins with a request from the Catholic party/parties for a **newly issued Baptismal Certificate** from the church where you were baptized. The church requires the new certificate as part of the pre-nuptial investigation and must be received before a marriage can be celebrated. Those who have been baptized in another faith tradition may provide a copy of an original certificate.

Catholics marrying a non-baptized person will need a Matrimonial Dispensation.

The dispensation can be arranged by your Pastor.

The Archdiocese of Louisville requires that all engaged couples participate in an approved marriage preparation program.

If you live outside Louisville, check with the staff at your home parish about programs provided in your area.

A certificate acknowledging the successful completion of one of the programs must be supplied to the priest or deacon presiding your wedding.

Appropriate Music

St. Leonard upholds the Roman Catholic Church's guidelines regarding appropriate music for all liturgical celebrations, including weddings.

All texts must be suitable for use in the liturgy, are to be directed toward God (sacred) and be free of associations which render them inappropriate.

While popular songs and secular music have no place in the wedding liturgy, they may very appropriately be sung at your wedding reception.

NO recorded music or accompaniment tapes may be used at the wedding liturgy.

The style of music chosen should also be within the realm of what is normally used at St. Leonard, be it classical or contemporary.

Certain parts of the liturgy are to be sung by all present: the Responsorial Psalm, Gospel Acclamation, Holy, Holy, Memorial Acclamation, Amen and a hymn during communion.

It is also recommended that the congregation sing an opening hymn. Solos and choral selections are typically best used as part of the Prelude or at the Preparation of the Gifts.

Liturgical Environment

St Frances of Roe is a place of dignity and prayer; it is a privilege to enter her doors to pray. We ask that you, the wedding party, and your guests respect the Church and all other properties.

Please suggest that all members of your wedding party, including Lectors and Eucharistic Ministers; dress and behave in a manner that is respectful of the sacred space of our Church.

Since the Roman Catholic Church follows a liturgical calendar, there will be certain liturgical symbols and decorations present during the course of the church year (e.g., Advent, Christmas, Lent and Easter).

This seasonal environment is intended for all liturgical celebrations during that time of the year, including your wedding. The existing environment will not be changed or removed for your wedding.

Policies for the Florist

- All florists must submit a written plan to the Pastoral Associate no less than 30 days prior to the wedding.
- Usually flowers cannot be delivered until 3 hours before the wedding.
- No aisle runner is permitted due to the danger of slippage.
- Bows may be attached to the chairs with ribbon, florist wire or plastic type hooks.
 No Tape can be placed on the pews.
- Entrances to individual rows may not be cordoned off.
- Flowers at the rear of the altar need to be large in scale. Flowers may be placed on the steps at the base of the Ambo.
- The Baptismal Font is reserved for the Sacrament of Baptism. Flowers may be placed on the floor in front or back of the font, but never on the font.
- Decorations on the pews must be removed immediately after the wedding, either by the florist, family or the outside Wedding Coordinator.
- Wreaths may be placed on the front doors of the church

Policies for the Photographer/Videographer

- All photographers/videographers are requested to submit a written plan to the Pastoral Associate no less than 30 days prior to the wedding.
- Please check in with the Pastoral Associate upon arrival. The St Frances of Rome Pastoral Associate must approve of your plan for photos during the Liturgy. Our main guideline for photographers is “be invisible.”
 Pictures taken before the wedding must be finished within **30 minutes prior to the start of the liturgy**. Pictures taken after the wedding must be finished **an hour after the ending of the ceremony**.
- Tape is not to be used on the walls or floors.

- The liturgical environment is not to be altered in order to accommodate the photo shoot. The Altar is **Not** a prop for photos. Tripods and Cameras cannot be placed on the Altar. No liturgical furnishings, e.g. candles, chairs, etc., are to be moved.
- The Church of St Frances of Rome is a house of worship at all times, and is to be respected as such during the photo shoot. Dress and behavior should be respectful. A roaming photographer is distracting to the participants and the prayer of the people. Candid pictures taken of the congregation during the ceremony will not be tolerated. Proper dress is required. Shorts, gym clothes and other inappropriate clothing is prohibited. We expect you to adhere to these requirements.
- The use of flash photography during any liturgical celebration, including weddings, is prohibited.

Wedding Preparation Timeline

at least 6 months prior to wedding

- ☉ Contact parish office
- ☉ Call for appointment with presider
- ☉ Pay deposit to St Frances of Rome
- ☉ Set wedding date on Church calendar
- ☉ Call for Baptismal Certificate
- ☉ Complete FOCCUS Instrument (parishioners only)
- ☉ Decide Marriage Preparation format

3 to 6 months prior to the wedding

- ☉ Discuss musical options with musician
- ☉ Submit request for additional musicians
- ☉ Complete archdiocesan paperwork with presider

1 to 3 months prior to the wedding

- ☉ Submit plan from florist and photographer
- ☉ Finalize liturgy plan with Director of Worship
- ☉ Final appointment with presider

during final 30 days

- ☉ Pay balance of fee to St Frances of Rome Catholic Community
- ☉ Obtain Marriage License from County Clerk's Office

St Frances of Rome Catholic Community

Phone: 502- 896-8401

Pastor: Father Louis Meiman

Pastoral Associate: Sharon Coonan

Director of Worship:

Parish Administrative Assistant: Suzann McGarvey

Wedding Fees

- Booking Fee: \$75.00

This fee is to reserve your wedding date on the parish calendar. It is to be paid when the date has been finalized.

- Church Fee: \$400.00

*This fee is to be paid to **St Frances of Rome** for use of the facility, the wedding organization, the pianist and preparation materials, and is due one month before the ceremony.*

- Cantor Fee: \$75.00

*This fee is to the song leader for your wedding, and is to be a check made payable to **St Frances of Rome** due one month prior to the wedding.*

- Server Fee: \$20.00 per server

*This fee is for the people from St. Leonard who function as altar servers. A Mass **requires two servers**. For a wedding ceremony only, one is adequate. A check for the appropriate amount should be made out to **St Frances of Rome**, due one month prior to the wedding.*

- Cleaning Deposit: \$50.00

*This fee is to insure that items used for the wedding are cleaned up following the ceremony. It is to be a separate check made payable to **St Frances of Rome**, and will be returned to the couple if the sacristan (person in charge of closing the church) decides that the church has been adequately cleaned.*

