

Wedding Guidelines

for

Cathedral of Saint Mary of the Immaculate Conception

Mailing address:

1212 South Street*
Lafayette, IN 47901-1521

*Physical address of the Cathedral is 1207 Columbia Street

December 1, 2019



A message to Engaged Couples Planning a Wedding at the Cathedral.

Congratulations on your decision to marry! Now that you have decided to marry, you will undoubtedly be putting a great deal of time, effort and prayer into planning and preparing for the wedding ceremony. Since you are planning to make the Cathedral the place for the celebration of your wedding, everyone at the Cathedral of Saint Mary of the Immaculate Conception would like to be as helpful as possible. That is the purpose of this booklet.

Because we get requests for more weddings here at the Cathedral than the typical parish church, we have found that it is helpful for everyone concerned - you, your families and your guests - if we put our expectations in written form. It is our experience that everything will go much more smoothly, both in preparation and in the ceremony itself if everyone knows what is expected of them, and adheres to those expectations.

Please understand that because of the number of weddings and Diocesan events taking place at the Cathedral, we cannot begin making exceptions to the policies we have established. Additionally, we have the responsibility of assuring that weddings celebrated at the Cathedral of Saint Mary of the Immaculate Conception adhere to Church law and liturgical standards. In choosing the Cathedral as the place for the celebration of your wedding, you also have chosen to abide by the policies governing your Wedding Liturgy and the use of the facility. The information in this booklet is designed to help you with your wedding ceremony.

After you have read these guidelines, please sign the ACKNOWLEDGEMENT sheet at the end of this document, then detach, and bring it to your initial meeting with the Cathedral Coordinator of Adult Formation.

Very Reverend Dominic C. Petan, Rector

Preliminary Planning

Confirming the Date

The first step in scheduling a wedding at the Cathedral is to call the Parish Office and speak to Dr. Anne D. Roat. Dr. Roat may be contacted at 765-607-4842 or aroat@parish.dol-in.org. The wedding date and time you have cleared with the Cathedral Coordinator of Adult Formation are ONLY TENTATIVE. We will hold that date and time for you for seven (7) days, during which time you (prospective bride and groom) must contact the Cathedral Rector, Very Rev. Dominic C. Petan, to schedule a meeting with him.

If all is agreeable at that time, the date and time will be held for you per payment of the nonrefundable deposit of \$100.00 due within fourteen (14) days of your meeting with

the Rector; the reservation of the date is, however, not a final commitment to the wedding taking place at the Cathedral; that commitment is made only when the priest or deacon officiating at the ceremony has completed the marriage preparation with you, is satisfied that you are adequately prepared for the lifetime commitment implied in Christian marriage, and has supplied all of the proper papers to the Cathedral.

If you have not contacted the Rector and made an appointment to discuss the wedding within the allotted seven (7) day time period, the tentative hold on the date and time selected will be dropped, any deposit submitted will be forfeited and that date will become available to anyone who might request it. If, after requesting that we hold a time and date for your wedding, you should no longer intend to follow through with your plan, please inform the Dr. Roat so that the date and time can be made available to someone else.

Wedding Times

Because of other regularly scheduled services at the Cathedral, weddings can be scheduled only at certain times. These times are on Saturdays at 1:00 pm or 1:30 pm. Weddings are not scheduled on Sundays or holidays, including civic holidays. Weddings are not held during Lent. The rehearsal will be scheduled for the Friday before the wedding at 5:30 pm.

Wedding Fees

The following fee structure does not include any fees for music or flowers (which are up to the couple); they are just for the use of the Cathedral space.

There is a \$100 fee or deposit for use by a couple wherein one party has been a financially supporting registered member of the Cathedral for six (6) months prior to scheduling the wedding or wherein one party's parents have been financially supporting registered members of the Cathedral for one year prior to scheduling the wedding.

For those who have been financially supporting registered parishioners, or whose parents have been such, of a parish in the Diocese of Lafayette-in-Indiana, and who can produce a letter or a phone call stating such from the pastor of that parish, the total fee is \$1200.00 payable at the time the wedding is placed on the Cathedral calendar.

For all other Catholic couples, the total fee is \$2,250.00 payable at the time the wedding is placed on the Cathedral calendar.

The fee paid to the Cathedral includes use of the space as stated above and compensation to the sacristan. It does not include any compensation to the presiding priest or the presiding deacon, nor for musicians.

Preparations

The Diocese of Lafayette-in-Indiana requires that the arrangements for a wedding be begun at least six (6) months prior to the date of the ceremony. The initial contact with

the Cathedral must be at least twelve (12) months prior to the desired date, but because of the frequent use of the Cathedral and the schedules of priests and deacons, the reservation of a particular date often requires a much earlier contact. During the twelve months prior to the wedding, other preparations must be completed. This is an important time for you. Our concern during this time is not just for the wedding ceremony, but also that you be prepared as well as possible for your life together as a married couple.

Requirements

Participation in one of the diocesan programs for engaged couples: Pre Cana or Sponsor Couple meeting. The description, schedule and cost for these programs are available from Office of Family Life, www.dol-in.org or 765-269-4662. A program approved by another diocese is acceptable. A copy of the certificate obtained upon completion of the program must be submitted for the marriage file.

Attendance at a Natural Family Planning Program is also required. The description, schedule and cost for these programs are available from Office of Family Life, www.dol-in.org or 765-269-4662.

Completion of the online FOCUS (Facilitating Open Couple Communication, Understanding, & Study) assessment. This instrument is design to help couples learn more about themselves and their unique relation. The results will be used in meetings with the priest who is preparing the couple for marriage.

A series of sessions with the priest or deacon who will officiate at the wedding. This will include the gathering of information for the documents required by Church law, the preparations for the ceremony, information designed as instruction in the meaning of a Catholic marriage, and may include use of a professional evaluation tool designed to point out strengths and weaknesses in your relationship.

All preparations must be completed at least one (1) month before the wedding and the officiating priest or deacon must have sent the completed materials and all other completed paperwork to the Cathedral by that date. If a priest or deacon of the Cathedral staff will preside at your wedding, contact him to begin these preparations at least nine (9) months prior to the wedding date.

Documents Needed

- Certificate or the equivalent for an approved engaged couple program.
- Baptismal certificates for both parties whether Catholic or Protestant. A baptismal certificate of a Catholic Party must be one issued not more than six (6) months prior to the ceremony and include notations.
- Two Affidavits of Free Status forms must be filled out for both the bride and the groom by family members who have known them for at least ten years. The Affidavit is a statement, by someone who knows you well that you are not

currently married to anyone else, and that you plan to follow the teachings of the Church regarding the Sacrament of Marriage.

- The completed diocesan marriage preparation forms as well as any required dispensations and permissions and letter from the pastor of each Catholic party giving permission for the wedding to take place at the Cathedral.
- If either party was previously married, official copies of Church documents must be submitted which prove that the person is free to marry in the Catholic Church. If widowed, a death certificate of the deceased spouse is needed. If divorced, an official copy of the declaration of nullity from the Church and an official copy of a civil divorce decree must be provided. No wedding will be scheduled until any annulment processes are complete.
- A civil marriage license from the State of Indiana must be given to the priest or deacon prior to the ceremony. The license must be obtained within thirty (30) days prior to the wedding. The wedding cannot be celebrated without this license. At the very latest, the license must be brought to the rehearsal filled out after the wedding and left with the paperwork at the Cathedral.

Planning the Wedding Ceremony

Officiating Priest / Deacon

The priests who staff the Cathedral are unable to accommodate requests to celebrate the weddings of those who are not parishioners of the Cathedral. The proper priest for doing so is your pastor (of either the bride or the groom). You are also free to invite any other priest or deacon who is in good standing with his Bishop and agreeable to the Rector to officiate.

We cannot confirm a date with you until you have a commitment from a priest or deacon who has agreed to accept the responsibility for the wedding. The priest or deacon who will officiate at your wedding is responsible for all pre-nuptial preparations, conducting the rehearsal, and the wedding itself. He is responsible, of course, for seeing that all diocesan norms, liturgical norms and Cathedral policies are followed. A letter from the Cathedral will be sent to the priest or deacon to ensure that he is clear about the responsibilities.

Any ecumenical gestures must be approved by the Rector of the Cathedral. This includes the participation in any public role by any non-Catholic minister.

Sacristan

The Cathedral will provide a sacristan to supervise the rehearsal and the wedding. Mary Farrell will ensure the proper implementation of these guidelines and, as such, will take overall charge of the wedding and rehearsal as the representative of the Rector.

Her decision in all matters is final. She will make sure that the Cathedral is open ahead of time and that the facilities are available. The sacristan will provide direction as well as offer any assistance and any advice requested during the rehearsal. She will

also serve as sacristan for the Mass. Mary Farrell's services are provided by the Cathedral; however, it is customary to provide her with a thank you for her services. Mary Farrell may be contacted at 765-607-4826 or mf Farrell@parish.dol-in.org.

Music

Music is an important element of all weddings celebrated at the Cathedral. Careful attention to the choice of music (as well as the Scripture readings and liturgical prayers) will enhance this sacred celebration not only for the two of you, but for all who witness your marriage vows. This enables everyone to participate in a focused and spiritual manner.

Molly Diener, Coordinator of Music, will be in charge of the music for your wedding. Molly Diener may be contacted at 765-607-4857 or mdiener2@parish-dol-in.org. She can provide an organist, pianist, and a cantor. The role of cantor is critical in the wedding liturgy. The cantor leads and assists the assembly in singing.

***Outside musicians or cantors are permitted to function in these roles at the Cathedral only after they have auditioned for and been approved by Miss Diener.

To help you determine what music will be used at the wedding, you will be provided with planning instructions. Demo CD's of wedding music are also available.

The couple should contact the Cathedral Coordinator of Music as soon after they have met with the Rector and have reserved the date and time with the Cathedral. The Cathedral Coordinator of Music will meet with the couple and have them sign a contract for the cantor and musicians. The couple will be responsible for paying all the costs associated with the music at least one (1) month prior to the wedding.

The church wedding is a sacred rite invoking the blessing of God on the union of bride and groom. Any music used in connection with this ceremony must mirror the dignity of the Cathedral and the sanctity of the sacrament being celebrated. Wherever music is employed, and by whatever instruments or voices, it must reflect the festive yet reverent nature of the liturgy.

The music and texts selected should express the praise of God, God's love in Christ as the foundation and model for marriage, or the asking of God's presence and blessing. For these reasons, music from the operatic stage, secular theatre or popular culture is not permitted. The music staff of the Cathedral will assist you in every way toward fulfilling these guidelines as you select the music for your wedding.

Liturgical Ministers

The Cathedral does not provide liturgical ministers other than the sacristan for weddings. She will act as the sacristan for the wedding liturgy and take care of all of the "behind the scenes" details. If you want Extraordinary Ministers of Holy Communion or Lectors you must provide them. You should choose individuals who have experience in the ministry they will fulfill. It is better not to have ministers to assist the priest, then to

have persons with little or no experience to fulfill these ministries. The Cathedral is able to provide servers for the liturgy please let the sacristan know if you do not have relatives or friends who can serve.

The person(s) who proclaim the word of God during the celebration of the sacrament of marriage must be Catholic and must have experience as a lector.

It is the responsibility of the wedding couple to provide a small stipend to the servers if they are non-relatives.

When the wedding ritual is within Mass, Holy Communion will be provided for the assembly. Relatives or friends of the couple who are commissioned Extraordinary Ministers of Holy Communion may serve in that capacity. Please speak to the sacristan about this possibility.

The Catholic Wedding

Entrance procession – The recommended order of the entrance procession is servers (if chosen), priest, attendants together, groom accompanied by parents, bride accompanied by parents. In the Catholic Church the bride's father does not give her away; she is giving herself in marriage to the man she loves and he is giving himself to her.

Choosing scripture readings – Liturgy of the Word generally consists of a first reading from the Old Testament, a Psalm, a second reading from the New Testament, and a Gospel from the New Testament. There are several appropriate scripture selections you may choose from in the booklet "Together for Life" in your information packet. Usually the readings are proclaimed by a trained lector(s) of your choosing, and the psalm (at a Mass) is sung by the cantor or soloist. The Gospel is read by the priest (or deacon).

Vows – The exchange of wedding vows in the Catholic Church is a liturgical celebration and, therefore, certain formulas must be used according to the Church. Several beautiful ways of exchanging vows can be found in the "Together for Life" booklet in your information packet.

Rings – One or two rings are blessed and given to each other as a sign of your love and fidelity. You will repeat the words of exchange after the priest (or deacon).

Intercessions – Suggestions for prayers can be found in the "Together for Life" booklet in your information packet. If parents, grandparents, other family members or close friends of the bride or groom are deceased, it is appropriate to remember them in these prayers. You might also like to offer prayers for a blessed and happy marriage, for your families, the parish community, and any other needs that are important to you. You may choose to write your own intercessory prayers if you wish.

Presentation of the bread and wine – If you choose to have a Mass, parents, members of the wedding party, family or friends may bring the bread and wine to the altar. It

makes sense to ask Catholics to do this; they understand the significance and will be more comfortable with the action.

Eucharistic Prayer – If you choose to have a Mass, you and the congregation will remember Christ’s gift of Himself to us at the Last Supper and His sacrifice on the cross during this prayer.

Lord’s Prayer – This prayer is recited to be inclusive of all faiths present for your ceremony and speaks to the active participation of the congregation.

Nuptial blessing – This is a special prayer for the couple following the Lord’s Prayer, or during the concluding rite; there are several choices in the “Together for Life” booklet.

Sign of peace – The priest (or deacon) will ask the congregation to share a sign of Christ’s peace with one another. You may exchange a sign of affection with each other and your parents.

Communion – If you choose to have a Mass, those who are Catholic may receive Communion at this time.

Visiting the Blessed Virgin Mary – Some couples choose to ask Mary and all the saints to pray for them in their commitment to each other. This is optional.

Final blessing – The priest blesses you and the assembly gathered using your selection from the “Together for Life” booklet.

Introduction and Recessional – The priest (or deacon) will introduce you to your family and friends as a married couple for the first time. You will leave the church followed by the wedding party, families and guests.

At the Wedding Rehearsal and Ceremony

Photographs

To help us maintain the dignity and solemnity of your wedding, we ask that you inform your photographer of the following restrictions.

Flash or extra lighting is NOT permitted during the opening procession or the ceremony; photographers must use the available light.

During the ceremony, pictures may not be taken from the head of the aisle after the procession is completed.

Photographers must not enter the sanctuary at any time or come between the people and the altar during the ceremony; they must remain on the periphery once the procession is completed. The sanctuary is the area around the altar and the steps that lead up to that level.

With prior permission, photographers are permitted in the choir loft. Permission must be secured through the sacristan prior to the day of the wedding. The Cathedral retains

the right to restrict photographers found to be uncooperative or non-responsive to Cathedral policies or directions at previous weddings. All such decisions are within the absolute and sole discretion of the Cathedral personnel. Posed photographs after the ceremony have become a common part of weddings, because of the Cathedral schedule, the time allotted for these pictures is limited. The amount of time available will depend upon the length of time for your wedding.

- Pictures after a 1:00 pm Saturday wedding must be completed by 3:30 pm
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A prompt starting time will aid with maximizing the time for pictures. Please do not ask the sacristan to extend the time for photographs as this request cannot be granted.

Arrangements for some pictures to be taken in church prior to the ceremony can sometimes be made, but only with the agreement of the sacristan. With prior permission, photographers are permitted in the choir loft. Permission must be secured through the sacristan prior to the day of the wedding. Weather permitting, photographs may generally be taken on the steps of the Cathedral prior to the wedding or after the wedding provided that there is no disturbance of the people arriving for the 4:30 pm Mass.

There is no room available for the photographer to use as a studio. Please Note: The wedding party and any others to be in photographs must return to the sanctuary immediately after the recessional for the photographs after the wedding.

Video Recording of Weddings

Video recording is permitted only if the following guidelines are observed. The use of a drone or any other similar device inside of the Cathedral is strictly prohibited.

The same rules as for still photographs, above, must be followed. With prior permission, videographers are permitted in the choir loft. Permission must be secured through the sacristan prior to the day of the wedding.

No equipment may be installed more than three hours prior to the wedding or before the assembly has left from any previous function. All equipment must be removed immediately after the wedding.

No cables or electric cords may be used in positions where people will walk. No additional lighting may be used.

Movement of cameras and videographers must be held to a minimum.

Starting Time Must Be Respected

All weddings are expected to start on time. Ushers are to stop seating guests five (5) minutes before the ceremony is scheduled to begin, so that parents (and grandparents) can be seated and that everyone in the wedding party will be ready on

time. After seating has ceased, guests are to be directed to seat themselves by means of the side aisles. (Note: Any delay in starting will accordingly lessen the amount of time for photographs afterward.)

Dress Code

Dresses must have sleeves that cover the shoulders (by sleeves is meant a fabric extension of the bodice that at least “caps” the shoulder). Halter-tops, straps of any kind, and sleeveless dresses are not considered appropriate. If you do not wish to wear a gown with sleeves, please obtain a shawl or other shoulder covering for the Bride and bridesmaids that can be worn in church and removed for the reception and wedding pictures.

The wedding ceremony is a sacred celebration which takes place in a consecrated Temple of Divine Worship before Almighty God. Such an occasion requires a corresponding dignity and modesty of dress in all members of the wedding party. We leave it to your discretion to apply these policies to your choice of apparel, but if you or one of your attendants appears in what is a clear violation of the Cathedral’s dress code, that person will not be allowed to participate in the wedding ceremony. There are no exceptions made to this policy. If you are unsure about your dress, you may send a clear picture of it to the sacristan for review.

Sanctuary Furnishings

There is one standard sanctuary arrangement for all weddings: two chairs and a double kneeler. The two chairs can be placed either on the floor of the nave in front of the first pew on the ambo side OR two chairs can be placed in the sanctuary facing the south side of the altar and the great window. The kneeler, which must be used at wedding Masses, is placed only in front of the altar facing the apse. These items will be placed by the sacristan. Other chairs may not be moved for the wedding. The priest or deacon uses the chair at the side of the sanctuary. The Bishop's throne, of course, may not be moved or used. The other chairs next to the Bishop's throne also may not be used.

Flowers and Decorations

Flowers for the wedding are the responsibility of the couple. The sanctuary of the Cathedral is a large space; to be effective; any flower arrangement(s) must be large. Flowers may be placed only in front of the ambo and/or in front of the altar, if kept low. It is advisable that you choose a florist who is familiar with the space.

Flowers may not be placed on the top of the altar. Flowers left after a wedding become the property of the Cathedral. The leaving of flowers is encouraged.

No decorations of any kind candles, flowers, ribbons etc. may be taped on the pews. Runners may not be utilized in the Cathedral. No standing decorations, that obscure the view of the people in the pews may be used.

The Rehearsal

Everyone coming to the rehearsal must enter the South Street entrance to the Cathedral and should park in the upper parking lot. Please see that everyone coming to the rehearsal is alerted to this. Other doors will not be open and may not be opened. The sacristan will generally have the doors open thirty (30) minutes prior to the scheduled start of the rehearsal. Musicians do NOT attend the rehearsal.

Rehearsals must start promptly on time and must be finished within one (1) hour. Participants in the rehearsal should leave the Cathedral promptly at the end of the rehearsal. If you arrive early for a rehearsal you may wait in the parking lot, weather permitting, or enter the Cathedral, but "please be quiet and aware that there may be another event in progress."

As always, please be respectful of the Cathedral as a house of God, before during and after the rehearsal. No food or drink is ever permitted in the Cathedral; it will be removed and disposed of by the Cathedral personnel. Keep talking to a minimum and talk in hushed tones. The Chapel is strictly reserved for silent prayer.

On the Wedding Day

The wedding party must arrive on time. The groom, groomsmen and ushers may arrive no more than three (3) hours prior to the wedding. The bride and bridesmaids may also arrive no more than three (3) hours before the wedding. The sacristan can make arrangements for a place at the Cathedral for persons to change clothes or to dress. It is common courtesy to the guests, the music ministers and the sacristan that the wedding starts on time. If a wedding is late starting, there will be that much time less for pictures afterward. Worship aids, if any, (programs and the like) for the ceremony should be distributed at the main entrance.

Miscellaneous Items

The priest or deacon presiding at a wedding is responsible for the design of the ceremony and for conducting the rehearsal. So-called "WEDDING COORDINATORS" "WEDDING PLANNERS" OR SIMILAR PERSONS EXTRANEIOUS TO THE CELEBRANT AND THE CATHEDRAL STAFF are not permitted to function in any role at the rehearsal or the wedding, or the music planning process.

PLEASE NOTE: The consumption of any alcoholic drink, on the Cathedral property prior to or after the wedding is strictly forbidden. Anyone who shows signs of having consumed alcoholic beverages will be asked to leave the premises and to not participate in the wedding and the rehearsal at the absolute discretion of the Cathedral personnel.

Throwing rice, confetti or bird seed and the scattering of petals is strictly forbidden. The use of an aisle runner is not permitted. No signs or decorations of any kind may be affixed in any way to any of the doors of the Cathedral. No vehicles may be parked on the sidewalk in front of the Cathedral.

Participation in the ceremony by a member of the non-Catholic clergy must have the specific approval of the Rector of the Cathedral.

ACKNOWLEDGEMENT - This is not a contract.

Please complete and sign below and bring this sheet to your meeting with the Cathedral Coordinator of Adult Formation.

We have received and thoroughly read the Wedding Guidelines for the Cathedral of Saint Mary of the Immaculate Conception, and we agree to abide by the rules and regulations for weddings at the Cathedral without exception, and to take special notice of the sections pertaining to time limitations, photographers, and florists.

Signature of the Bride

Signature of the Groom

Date Signed

Requested Wedding Date and Time

Requested Rehearsal Date and Time