

# Saint Peter Catholic Church

## *Guidelines for Celebrating the Sacrament of Matrimony ~2007*

We at St. Peter's are pleased to be part of your marriage. This is an exciting and joyful time as you prepare to celebrate the Sacrament of Matrimony. Begin your preparations early, as this time can go by very quickly. Remember to pay special attention to your spiritual journey. We encourage you to pray together, celebrate the Eucharist together, and integrate yourselves into the parish community in a special way during this period. This will help you to build a strong foundation for your married life.

### 1. SETTING THE WEDDING DATE

Preference for the celebration of the Sacrament of Marriage is given -  
first, to parishioners of this parish;  
secondly, to members of the "Friends of Saint Peter";  
thirdly, to those with an ancestral connection to the parish.

To be considered a parishioner, you or your parents must have been registered, active and contributing members of the parish for ONE (1) year prior to scheduling a wedding date. Others may not reserve the church more than 9 months in advance to allow parishioners first choice.

Registration for a wedding and the necessary preparation must begin at least six months before the wedding date so that all papers and instruction can be completed. Persons previously married or in special circumstances (annulment proceedings, etc.) must be in good standing with the Church in order to schedule a wedding date.

Registration for a wedding is made in person with the Pastor or Associate Pastor. A final wedding date will not be reserved until the *Wedding Registration* form has been completed. A deposit of 50% of the church fee is due within one week of this meeting. The Pastor (or his delegate) reserves the right to approve all outside providers (especially the photographer, videographer, and florist). Please do NOT sign a binding contract with them BEFORE this initial meeting with the clergy.

Weddings cannot interfere with the regular Mass schedule or other parish events. Saturday weddings may be scheduled before 2:30 PM, at 7:00 PM or later, and are allowed on another day with the Pastor's permission. The wedding rehearsal is usually scheduled for the preceding evening, at 5:00 or 5:30 PM. The officiating minister must be present for this rehearsal, which lasts approximately 45 minutes. Punctuality is essential for those involved in the rehearsal and the wedding.

### 2. PRE-MARRIAGE PREPARATION, EDUCATION AND DOCUMENTS

As a bride and groom preparing to enter into a sacramental union, you must attend one of the pre-marriage programs approved by the Diocese of Memphis. Registration forms for these programs are available in our Parish Office - however it is your responsibility to sign up for this required diocesan program.

Within six months before the wedding, a member of our parish staff (or officiating minister if not from St. Peter's) will administer a pre-marital inventory entitled FOCCUS. The results of this test are shared with you by a parish minister, or your officiating

minister. During your meetings, you will also discuss and plan the wedding liturgy using the booklet *Together for Life*, provided by our parish.

A Baptismal Certificate (dated within 6 months prior to the wedding) is required of Catholics. Christians of other denominations should present a copy of a baptismal record or letter from the church of baptism.

A Marriage License is required by the State of Tennessee. This license is to be given to the officiating minister at the wedding rehearsal. It is unlawful to perform a wedding without this license being in the possession of the minister.

### **3. CLERGY**

The officiating minister is usually the Pastor or Associate Pastor of Saint Peter Church. If a couple wishes to invite a family friend or relative who is a Catholic priest or deacon to preside, they are welcome to do so - with the Pastor's permission. Please discuss this with the Pastor or Associate during your initial meeting. Normally it is the responsibility of the *officiating* minister to see that the pre-marital preparation has been completed and all required forms and paperwork are filed at Saint Peter before the wedding rehearsal. The officiating minister (if not from Saint Peter) must agree to take responsibility for this. If either bride or groom is not Catholic, an ordained minister from her/his Church is welcome to participate in the liturgy, with the permission of the officiating minister. This should be discussed in the initial meeting between the couple and the Pastor or Associate. If a minister of another church does participate in the ceremony, he/she should contact the officiating minister and is also expected to attend the wedding rehearsal.

### **4. WEDDING PARTY & LITURGICAL MINISTERS**

Saint Peter Church is a beautiful setting for a wedding liturgy, but is limited in space. Please consider this when choosing members for your wedding party. Children chosen as Flowergirls and Ringbearers should be old enough to participate in the liturgy. Relatives and friends (aged 10 and older) trained as Altar Servers are welcome to assist. Other participants such as Lectors, Gift Bearers, and Eucharistic Ministers are expected to attend the wedding rehearsal and to be prepared for their important roles in the liturgy.

All participants in the liturgy should be mindful of the sacredness of this occasion, not only through their behavior but also in their attire. When choosing a wedding gown and bridesmaid dresses, please remember that the wedding is taking place in a church, in front of a Tabernacle containing the Real Presence of Jesus Christ. Therefore, **MODESTY** is the key word. Gowns may not be low-cut in front or back. It is preferred that shoulders be covered and the dress length cover the knees.

### **5. MUSIC AND MUSICIANS**

As soon as a wedding date is set, contact Jane Scharding Smedley (office: 527-8282, ext. 15) to schedule a meeting. As Director of Music, she will guide you in planning the wedding liturgy, selecting music, and many other details. Please meet with her before contracting any other musical personnel. She is responsible for the preparation of all music in the liturgy and can advise on hiring other instrumentalists and vocalists, if they are desired.

Music adds greatly to the beauty and joy of the wedding; special care is taken to ensure that it is in keeping with the ritual. Vocal music should speak of the sacramental nature of

the marriage covenant. Church rules prohibit secular texts; taped music is not used in Roman Catholic worship.

Fees for musicians are determined partly on the musical and liturgical needs of each wedding and will be discussed with the couple during the first consultation.

## **6. PARISH WEDDING COORDINATOR**

After meeting with Jane, please contact Joanie McCaleb (cell: 237-8639). She assists at the wedding rehearsal and the liturgy in conjunction with the officiating Minister and the Director of Music. Joanie cares for the needs of the wedding party and families while they are at the church, and her professional expertise is invaluable in the smooth execution of weddings. Her fee is separate and will be discussed beforehand.

## **7. OTHER SERVICES/OUTSIDE PROVIDERS**

### **BEFORE signing a binding contract with a florist, photographer, or videographer:**

The couple must have met with one of the parish clergy. To insure cooperation with parish staff, please inform your outside providers of the information listed below, and give them the appropriate page of directives attached to these Guidelines.

### **FLORIST/DECORATIONS**

Elaborate floral arrangements are not necessary in our beautiful sanctuary. Pew nosegays and other wedding decorations should not conflict with the regular parish Mass schedule. If flowers are placed on the High Altar, they are to remain there following the wedding. If desired, Altar flowers may be dedicated in honor or memory of loved ones and this information listed in the Parish Bulletin (please indicate this on the *Wedding Registration* form.) Weddings are discouraged during the penitential season of Lent; when allowed, the decor should reflect the nature of this period. Weddings scheduled within two (2) weeks after Christmas or Easter Sunday require special consideration, as the parish's altar flowers and other decorations may NOT be removed. Please remind your florist of this fact if your wedding falls at one of these times.

Due to the historic nature of the church and potential fire hazard, lighted candles may not be used, with these exceptions:

- the four pavement candles flanking the Front Altar
- the candleabra on the High Altar
- a free-standing Unity Candle (if used, this item is provided by the couple)

Aisle runners are not allowed as they can cause injury when placed on tile flooring. Tacks, nails or other invasive hardware may not be used to attach decorative items to pews or other church furnishings. Access to pews or aisles of the church may not be blocked off with ribbon or swags as this impedes the movement of people.

Your florist must call the Parish Office (527-8282) to arrange a time for delivery of flowers and for decorating, so as not to interfere or conflict with other functions.

### **PHOTOGRAPHER**

Please remember that the church is a sacred place, not a studio. Photographers must

cooperate with our Wedding Coordinator and other church staff. Photographs may be taken during the liturgy from the choir-loft or back of church, but without flash. Flash may be used only as the Bride enters the Church door at the start of the liturgy and as the couple recesses at the end.

Pictures may be taken in church until the prelude music begins (30 minutes prior to the procession) and must be completed within 30 minutes of the conclusion of the wedding.

Due to the 5:00 PM Mass on Saturday, the church is not available 4:15 - 6:00 PM.

## VIDEOGRAPHER

The church is a holy space, not a movie studio. Whether professional or amateur, anyone wishing to videotape in the church sanctuary must abide by these rules:

1. Personnel and equipment must not distract or interfere with the liturgy
2. One attended camera may be set up in the choir loft and/or next to the pillar

in the front pew (either side)

3. One *non-attended* camera may be placed behind the Presider's Chair, but only with the prior permission of the officiating Minister

Equipment must be in place no less than 45 minutes before the stated time of the liturgy, before the prelude music commences and the seating of guests begins.

### The following is NOT allowed:

- cameras requiring outside cables or external wiring
- equipment needing connection to the church's circuit breaker boxes
- the placement of cables near traffic areas - this is dangerous and unsightly
- any personnel in the Altar area or moving about the sanctuary during the liturgy

## 8. FEES

To cover costs of utilities, maintenance, and the services of an outside security guard:

|                               |            |
|-------------------------------|------------|
| Parishioners                  | \$500.00   |
| Friends of St. Peter's        | \$1,000.00 |
| Non-parishioners              | \$1,500.00 |
| Chapel (seats 40) Parishioner | \$300.00   |
| Non-parishioner               | \$750.00   |

A fully-refundable deposit of 50% is due within a week of registration, with the balance due a minimum of two (2) weeks before the wedding.

Fees for Musician(s) and Wedding Coordinator (see above, Nos. 5 and 6) are also due a minimum of two (2) weeks before the wedding.

It is customary to give a stipend to the officiating Minister - a suggested amount of \$250.00 is recommended. If altar servers are desired, the couple is responsible for providing them.

## 9. MISCELLANEOUS

Dropping flower petals, throwing rice, birdseed, or confetti, or the blowing of bubbles is not allowed on church property to avoid injury or damage to facilities.

Alcoholic beverages of any kind are not allowed on the church premises prior to or during

a wedding liturgy.

Smoking is not permitted inside any church facility.

For security reasons, do not leave any possessions visible inside cars.

*It is the hope of the clergy, staff, and parish family of Saint Peter Church  
that you and your family have a wonderful and joyful celebration  
in the oldest Roman Catholic Church in West Tennessee*

SAINT PETER CHURCH  
190 Adams Avenue  
Memphis, Tennessee 38103  
Telephone ~ 901.527.8282 Fax ~ 901.526.6882

**Bride/Groom are responsible for conveying this page to the  
appropriate party**

SAINT PETER CHURCH  
DIRECTIVES FOR WEDDING PHOTOGRAPHERS

Wedding of \_\_\_\_\_  
Date/Time of Wedding Liturgy \_\_\_\_\_

The services of a photographer are welcome to record the celebration of a marriage at Saint Peter Church. To insure smooth cooperation with the Parish Staff as well as display respect for sacramental events held in a holy place, all photographers, whether professional or amateur, are asked to observe the following directives.

The taking of photographs must not conflict with the regular Mass schedule or other parish functions. If you have any questions that are not covered below, please contact the Parish Office at 901-527-8282.

**For weddings scheduled during the day:**

Photographs may be taken in the church sanctuary up to 2 hours BEFORE the prelude music begins (30 minutes before the stated time of the wedding).

**For weddings scheduled on Saturday evening:**

Due to the 5:00 PM Saturday Mass, the church is not available 4:15 to 6:00 PM. Photographs may be taken following the conclusion of Mass (usually 6:00 PM) and continue until 30 minutes before the stated time of the wedding, when the Prelude Music commences.

During the Saturday 5:00 PM Mass, photographs may be taken outside the church or in other areas of the parish facility. Our Wedding Coordinator can advise in this.

**Photographs during the wedding liturgy:**

may be taken only from the choir-loft or the back of church, and without flash.

**Flash may be used only:**

- as the Bride enters the Church door at the start of the liturgy
- as the couple recesses at the end of the liturgy

A photographer may not walk around inside the church, approach the Altar area, or wander in the aisles during the liturgy.

**Photographs following the wedding:**

must be completed within 30 minutes of the conclusion of the liturgy.

If you have never photographed a wedding at Saint Peter Church, or have any questions regarding the above, please contact Jane Scharding Smedley: 527-8282, ext. 15.

**Bride/Groom are responsible for conveying this page to the appropriate party**

SAINT PETER CHURCH  
DIRECTIVES FOR WEDDING VIDEOGRAPHERS

Wedding of \_\_\_\_\_

Date/Time of Wedding Liturgy \_\_\_\_\_

The services of a videographer are welcome to record the celebration of a marriage at Saint Peter Church. Taping can not conflict with the regular Mass schedule or other parish functions. To insure smooth cooperation with the Parish Staff as well as display respect for sacramental events held in a holy place, all videographers, whether professional or amateur, are asked to observe the following directives.

**For weddings scheduled during the day (2:30 or earlier):**

Taping may take place in the church up to 2 hours BEFORE the prelude music and seating of guests begin (30 minutes before the stated time of the wedding).

**For weddings scheduled on Saturday evening:**

Due to the 5:00 PM Mass, the church is not available between 4:15 and 6:00 PM. Taping may be done following the conclusion of the 5:00 PM Mass (usually 6:00 PM) and continue until 30 minutes before the stated time of the wedding, when the prelude music and seating of guests begin. During the 5:00 PM Mass, videotaping may be done outside the church or in other areas of the parish facility. Our Wedding Coordinator will advise you on this.

**Taping during the wedding liturgy:**

Personnel should be appropriately attired for worship. Equipment can not distract or interfere with the liturgy and must be in place 45 minutes before the stated time of the wedding and before the prelude music and seating of guests begin.

**The following is allowed:**

One attended camera positioned in the choir loft as permitted by the Organist

One attended camera set up next to the pillar in the front pew

One **non-attended** camera may be placed behind the Presider's Chair –  
**but only with the prior permission of the officiating Minister**

**The following is NOT allowed:**

artificial lighting during the liturgy

cameras requiring outside cables or external wiring

equipment needing connection to the church's circuit breaker boxes

placement of cables near traffic areas - this is dangerous and unsightly

personnel in the Altar area or moving in the sanctuary during the liturgy

**Taping following the wedding:**

must be completed within 30 minutes of the conclusion of the liturgy, and all equipment removed from the church facilities.

If you have never videotaped a wedding at Saint Peter Church, or have any questions regarding the above, contact Jane Scharding Smedley: 527-8282, ext. 15.

**Bride/Groom are responsible for conveying this page to the appropriate party**

SAINT PETER CHURCH  
DIRECTIVES FOR WEDDING FLORISTS

Wedding of \_\_\_\_\_

Date/Time of Wedding Liturgy \_\_\_\_\_

The services of a florist are welcome to visual enhance the celebration of a marriage at Saint Peter Church. Placement of flowers and other decorating activities can not conflict with the regular Mass schedule or other parish functions. To insure smooth cooperation with the Parish Staff as well as display respect for sacramental events held in a holy place, all florists (whether professional or amateur) are asked to observe the following directives.

- Elaborate floral arrangements are not necessary
- Florist may arrange flowers in their own containers
- Various urns are available – please inquire at 527-8282
- Pew nosegays and decorations can not conflict with other Masses
- Altar flowers are to be left in church following the wedding
- Aisle runners are not allowed
- Tacks, nails or other hardware that can cause damage can not be used to attach decorative items to pews, church doors or other furnishings
- Access to pews or aisles may not be blocked with ribbon or swags as this impedes

the movement of the Congregation

- Rose petals or other materials may not be dropped down the church aisle, so other floral options should be considered for flowergirls

Weddings are customarily discouraged during the penitential season of Lent.

When allowed, the decor should reflect the more reserved nature of this period.

**If your wedding is scheduled within two weeks after Christmas or Easter Sunday:**

Please note that the parish altar flowers and other decor may NOT be removed.

The couple and/or florist should discuss options with a member of the Parish Staff.

Due to the historic nature of the church and potential fire hazard, lighted candles may not be used, *with these exceptions*:

- the four pavement candles flanking the Front Altar
- the candleabra on the High Altar
- a free-standing Unity Candle (if desired; this is provided by the couple)

If you have questions not addressed above, or have never provided wedding flowers at Saint Peter Church, please contact Jane Scharding Smedley: 527-8282, ext. 15.

Lastly, florists should call the Parish Office (527-8282) during the week preceding the wedding and arrange a delivery time that will not conflict with parish functions.