

St. John Neumann Catholic Church
Wedding Policies



633 Saint John Court
Knoxville, TN 37934

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“The love of a man and a woman is made holy in the sacrament of marriage and becomes the mirror of God’s everlasting love.”

-Rite of Marriage

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Dear friends in Christ,

In this booklet you will find the guidelines for celebrating the Sacrament of Marriage at St. John Neumann Catholic Church.

These guidelines will assist you in preparing for your life together and in planning a marriage celebration which will be beautiful, noble, and in accordance with Roman Catholic Church and St. John Neumann Parish regulations. We ask that you read this booklet in its entirety and address any questions or concerns that you have before signing the agreement on page 20.

Know of our prayers for you as you continue this journey on which the Lord has guided you.

Sincerely yours in Christ,

The Rev. Joseph Reed

The Rev. Michael Maples

The Rev. Christopher Floersh

The Rev. Mark Schuster

General Requirements & Expectations

From *The Rite of Marriage*: “Dear beloved, you have come together into the house of the Church so that in the presence of the Church’s minister and the community your intention to enter into Marriage may be strengthened by the Lord with a sacred seal.”

Congratulations on your engagement! May this be a time of grace and heavenly blessing! You are coming to the Catholic Church to be married. A Catholic wedding is so much more than a social event. It is a sacrament in which a man and woman become husband and wife in the presence of God, the wedding officiant, and your family and friends.

The staff of St. John Neumann Parish will assist you as you plan for this sacred day. Your preparation and your wedding celebration must reflect the principals that govern Catholic liturgical celebrations.

Please read this booklet carefully in its entirety. Address any questions or concerns to the wedding coordinator, the parish office, or to the St. John Neumann Parish priest or deacon working with you in marriage preparation.

Make sure that you read the information regarding vendors for your wedding, such as photographers, florists, and videographers, found on page 13. You are required to have all vendors approved by the parish before you sign any contracts with them.

ELIGIBLE WEDDING COUPLES

Either the bride or groom must be a practicing Catholic and registered at a Catholic parish. Both parties must be free to marry in the Catholic Church.

To be married at St. John Neumann Church, the bride, groom, or their family must be an active registered parishioner. An “active” registered parishioner is defined as someone who is registered with St. John Neumann Parish, attends Mass regularly, and actively participates in stewardship, which is the contribution of time, talent, and/or treasure.

Second Marriages: If either person has been married before, a death certificate or a declaration of nullity must be presented to the St. John Neumann Parish office before the date of the wedding can be set.

THE PLACE OF THE WEDDING

Your wedding is the celebration of a sacrament. Therefore, it should take place in the parish church where the bride-to-be, the groom-to-be, or either of their families is registered and actively involved. Permission to be married in a non-Catholic church must be obtained from the office of the Bishop of Knoxville.

SCHEDULING A WEDDING

Before setting the date for your wedding, you, as a couple, are required to have an initial meeting with a priest or deacon assigned to St. John Neumann Parish. It is recommended that this meeting take place as soon as possible and *at least* four months before your desired wedding date. This will be one of a series of meetings that will allow you and the priest or deacon to get to know each other and to discuss the vocation and the sacrament of marriage. The gathering of required documentation, as well as planning the wedding celebration, will be discussed during these meetings. Even if you plan to invite visiting clergy to officiate at your wedding, a meeting with a priest or deacon of St. John Neumann Parish is still required.

Wedding Times

Wedding celebrations can be scheduled for a Saturday morning, early afternoon, or evening. Saturday afternoon Weddings within a Mass can be scheduled to start no later than 1:00pm. A Saturday evening Wedding can be scheduled for either 6:30pm or 7:00pm.

Weddings are not celebrated during the season of Lent, or on Sundays, Holy Days of Obligation, or most national holidays.

Saturdays are busy at St. John Neumann Church. When deciding on a time for your wedding, remember that confessions are held every Saturday beginning promptly at 3:00pm. There are often baptisms scheduled in the church at 2:30pm on Saturdays. Sometimes, there may be more than one wedding scheduled on a Saturday. All your wedding photography and all clean-up after your wedding must be completed before the next event in the church.

WEDDING FEES

Officiant	Priests and deacons do not charge for weddings, although an honorarium (suggested amount of \$100) is customary, but not required.
Damage Deposit for Use of the Church	\$250 , due upon reserving the church. The damage deposit will be refunded if no damage is found, no unreasonable clean-up is required by the parish, and all policies have been followed. Otherwise, there will be a reduction of the amount refunded or forfeiture of the damage deposit. Any refund will be issued within 30 business days after the wedding.
Church Fee	<p><u>For registered St. John Neumann Church parishioners who have contributed to St. John Neumann Church for at least 1 year: \$500, non-refundable.</u></p> <p><u>For those who have been registered at St. John Neumann for less than 1 year and for registered parishioners for whom we have no record of contribution: \$1000, non-refundable.</u></p> <p><u>For anyone who is not registered at St. John Neumann Parish: \$1500, non-refundable.</u> Non-parishioners may use the church only with the permission of the St. John Neumann pastor.</p> <hr/> <p>The Church Fee includes the services of the St. John Neumann Parish wedding coordinator, basic set-up and clean-up, and administrative work (e.g., maintaining your wedding file, correspondence, and other office staff responsibilities).</p> <p>The Church Fee is due no later than 30 days prior to your wedding date. If the fee has not been received by that time, your wedding may be removed from the church's calendar, allowing another couple or event to reserve the church for that day and time.</p>
Organist Fee	\$375. This fee includes 1 consultation hour with the organist, the rehearsal, and the wedding celebration, including up to 15 minutes of prelude music before the wedding. This fee is payable directly to the organist and should be paid <i>before</i> the day of the wedding.
Cantor Fee	\$150. This fee includes rehearsal and the wedding celebration. It is payable directly to the cantor.
Vocal Soloist and Instrumentalist Fee	To be determined with the musician(s).
Altar Server Stipend	For each server: \$20 for a Wedding within a Mass; \$10 for a Wedding without a Mass.

Financial limitations will not prevent a wedding at St. John Neumann Church. Couples who anticipate financial burdens must discuss their concerns with the St. John Neumann pastor before they reserve the church.

In the event that the wedding is cancelled within 3 months of the scheduled date, St. John Neumann Parish will retain the \$250 Damage Deposit and will not collect the remaining wedding fees. If any of the remaining fees have already been paid, they will be refunded by St. John Neumann within 30 business days of notifying the parish office of the cancellation.

Marriage Preparation

The Catholic Diocese of Knoxville requires a four-month preparation period before the wedding can take place. During these four months of preparation, you will:

- Discuss any dispensations or permissions that may be necessary,
- Obtain and complete all required documentation (see list below),
- Attend an Engaged Encounter weekend,
- Meet with the priest or deacon for preparation sessions,
- Meet with the Pastoral Associate to complete the FOCCUS program,
- Meet with the Wedding Coordinator to plan your ceremony.

More information about marriage requirements in the Diocese of Knoxville can be found at the website: <http://dioknox.org/marriage-preparation-and-enrichment/>

Document Checklist

Your marriage preparation will be considered completed only when all the following documents have been received by the St. John Neumann Parish office:

- Certificate of completion from an Engaged Encounter program
- Baptismal Certificates
 - Catholics: You must contact the parish where you were baptized to obtain a recently issued baptismal certificate. The certificate must be no more than six months old.
 - Non-Catholics: You must present some proof of baptism, such as by a baptism certificate provided by your church of baptism or by a form completed by 2 witnesses to your baptism
 - You may have the certificates sent to the St. John Neumann Parish office.
- Freedom to Marry affidavit forms
- Worksheet from *Together for Life* (see page 11)
- Wedding Celebration Planning Sheet (page 17)
- Signed Wedding Policy Agreement Form (page 18)

Spiritual Preparation

Your relationship with God and your involvement in a church community will strengthen your relationship as a couple and will greatly help you prepare for celebrating the Sacrament of Matrimony. If you live in the area, we hope you will worship with us regularly here at St. John Neumann before and after your wedding day. Please contact the parish office for registration information.

Planning Your Wedding Celebration

PARTICIPANTS IN THE CELEBRATION

WEDDING COORDINATOR

The St. John Neumann Wedding Coordinator, Trish Varga, will be present at the rehearsal and on the day of the ceremony. She and her assistants will conduct the wedding rehearsal, set up for your wedding, keep the celebration running smoothly, and serve as a liaison between the couple and the parish office. She will also assist you in planning the wedding. She may be contacted at tvarga@sjnknox.org.

Couples are *required* to use the St. John Neumann wedding coordinator. No other wedding coordinator will be allowed to participate in the planning, oversight, or celebration of the wedding ceremony or of the wedding rehearsal. There are no exceptions.

OFFICIANT

Any priest or deacon assigned to St. John Neumann Parish can preside at your wedding. If a couple would like a priest or deacon from another Catholic parish to preside, the couple must have this minister submit a request to the pastor of St. John Neumann. To preside at a wedding at St. John Neumann Church, a priest or deacon must be in good standing with his diocese or religious community. Any priest or deacon from outside the Catholic Diocese of Knoxville must provide proper documentation of such to the pastor of St. John Neumann, and he must bring his *celebret* with him to the wedding.

If the couple desires a priest or deacon assigned to St. John Neumann to celebrate their wedding but would also like to invite another minister to participate in the ceremony, they may do so. We welcome ordained men and women of other religious traditions to the wedding celebration. The couple must discuss ways to include another minister in the ceremony with the priest or deacon who will preside at their wedding.

Any visiting minister who is invited to officiate at or participate in a wedding at St. John Neumann Church must adhere to all policies regarding the celebration of a wedding. They are expected to respect the liturgical practices of St. John Neumann Church.

ORGANIST & OTHER MUSICIANS

Nancy Wells is the organist of St. John Neumann Church. She may be contacted at (865) 898-3459 and at nwellso7@att.net. It is your responsibility to contact Nancy and confirm her availability for your wedding. You should make this initial contact as soon as possible after your wedding date has been approved by the parish office. You will need to arrange a consultation meeting with Nancy to plan the music selections for your wedding. (For the organist fee, please refer to page 6.)

If a cantor is needed for your wedding (i.e., to lead the sung Mass parts or to sing the Responsorial Psalm), Nancy will assist you in making those arrangements. If you desire to have additional vocalists and/or instrumental musicians, please discuss this with Nancy at your consultation meeting.

A list of all music to be performed by visiting musicians must be provided to Nancy and to Trish Varga, our wedding coordinator, no later than 14 days before the wedding. (Please refer to page 13 for information about appropriate wedding music.)

BEST MAN & MAID OF HONOR [WITNESSES]

Tennessee state law dictates that official witnesses, the Best Man and the Maid of Honor, must be at least 16 years of age.

BRIDESMAIDS & GROOMSMEN

The bridal party should include family and friends who love the couple and will support them as husband and wife.

USHERS

It is recommended that the couple have ushers in addition to groomsmen. Groomsmen are often busy before the wedding, when the guests are arriving, and therefore are unable to seat the guests. Our recommendation is to have one usher for every fifty guests.

READERS

If you choose to have your Marriage celebrated within a Mass, a Catholic should proclaim the readings. (A priest or deacon must proclaim the Gospel reading.) If you choose to celebrate a Marriage without a Mass, non-Catholics may proclaim the readings. The reader for the Prayers of the Faithful may be Catholic or of another Christian faith.

When choosing readers, please choose people who have had experience with reading in their churches. Select someone with a strong clear voice and good enunciation. They will be given copies of their respective reading(s) ahead of time. The readers are strongly encouraged to come to the wedding rehearsal, when they will be allowed an opportunity to practice reading in St. John Neumann Church.

OTHER CEREMONY PARTICIPANTS

Children in the Wedding Party, as Ring Bearer and Flower Girl

If you wish to include children in the wedding, we recommend that they be at least six years of age. If children are included, please consider their unique needs and plan accordingly.

Flower Girl (one only): Please note that only silk flower petals may be strewn on the church floor.

Ring Bearer (one only): Please do not put the actual wedding rings on the pillow carried by the ring bearer. The best man should be responsible for the rings.

Gift Bearers & Communion Ministers

If a couple is celebrating a Wedding within a Mass, there is opportunity to include two gift bearers to bring up the gifts (bread and wine) at the Preparation of the Altar.

Depending on the number of people expected to receive communion, as well as the number of Catholic clergy participating in the ceremony, one or two people may be needed to assist with distributing Holy Communion. People who assist with the distribution of Communion must be Catholic and must be Extraordinary Ministers of Holy Communion in their own parish.

THE WEDDING CELEBRATION

Above all else, a Catholic wedding gives glory to God and celebrates the love that the bride and groom have for God, for each another, and for their family and friends. The couple's wedding should make it possible for all in attendance to fully enter the celebration. The staff of St. John Neumann Parish will assist you in planning a wedding that is meaningful, beautiful, and in keeping with Catholic theology, liturgy, and spirituality.

Please note: Families and friends of engaged couples often desire to participate in the planning process. Parish staff will not make arrangements with the families or friends of the engaged couple. All aspects of the wedding are to be discussed between the couple, the priest or deacon presiding at the wedding, and the St. John Neumann wedding coordinator.

THE CEREMONY

When two practicing Catholics marry, they may celebrate their wedding either within a Mass or outside of a Mass. When a Catholic and a person of another faith marry, they may likewise celebrate their wedding within a Mass or outside of a Mass.

CHOOSING READINGS

You will be given a copy of the book *Together for Life* by Joseph M. Champlain. This book gives you complete outlines of a wedding ceremony. It also contains the readings and prayers from which you may choose for use in your wedding.

The use of readings that are not taken from Scripture and the use of so-called "original vows" composed by the couple are not permitted by Church law. You may use only the readings and only the translation of the readings that are contained in *Together for Life*.

There is a helpful worksheet in the back of this book, which you should fill out and return to either the priest or deacon you are working with or to the wedding coordinator. Please do this no later than one month before your wedding date.

Copies of the readings and the Prayer of the Faithful will be provided for the readers at the rehearsal and at the wedding.

CHOOSING PRAYERS

The priest or deacon who is officiating at your wedding *may* allow you to choose the prayers used at your wedding. The prayers that can be used are included in the *Together for Life*. Please be aware that your officiant may choose prayers that he believes to be most suited to the readings you have chosen.

ADAPTATIONS TO THE WEDDING CEREMONY, SUCH AS UNITY CANDLES

Any Catholic wedding must comply with the General Instruction of the Roman Missal. Requests for ceremony adaptations, however minor, must be discussed with the officiant and presented in writing to the wedding coordinator at least one month prior to the wedding date. All final decisions regarding weddings at St. John Neumann are the responsibility of the pastor.

Unity Candles are not permitted in weddings at St. John Neumann Church. If you wish to use a Unity Candle, or another symbolic gesture, you might include it at the wedding reception, such as incorporating it into the blessing before the meal.

CHOOSING MUSIC

Because a wedding is a sacred celebration of a sacrament, all music for your wedding must be sacred and appropriate for a church liturgy. Certain pieces of secular classical music are permitted as preludes, entrance processions, and recessionals. Nancy Wells, our organist, will assist you in selecting such music. Pre-recorded music (from iPods, sound systems, phones, CD's, etc.) is not permitted at St. John Neumann Church. If the organist, the wedding coordinator, or your officiant believes that a piece of music is inappropriate for a church wedding, you will not be allowed to use that music anywhere in your wedding, including as a prelude.

WEDDING ATTIRE

All wedding attire must reflect the dignity of Christian marriage and the celebration of a Catholic sacrament. All wedding attire should be modest. Some design features, such as low necklines and high slits, are inconsistent with the dignity of a wedding celebration. Tuxedos and suits worn by the men in the wedding party must likewise reflect this dignity. "Costume"-style tuxedos and certain accessories (including tennis shoes and boots) are not appropriate.

POLICIES REGARDING VENDORS

Vendors are persons with whom you contract to provide a specific service at your wedding. Vendors include photographers, videographers, florists, and outside musicians. **You must discuss your choice of wedding vendors, including (but not limited to) photographer, videographer, and florist, with our wedding coordinator.** Musicians from outside the parish must be discussed with Nancy Wells, our organist, and with the wedding coordinator. Unfortunately, past negative experiences with some vendors have resulted in those vendors, whether professional or volunteer, no longer being permitted to provide their services at weddings at St. John Neumann Church. **It is critical that you discuss with our wedding coordinator the vendors you wish to use for your wedding prior to signing a contract or entering into a formal agreement with any vendor.** St. John Neumann Parish will assume no responsibility for monies lost by a couple due to their failure to follow this guideline.

St. John Neumann Parish recommends the following vendors because of their professional disposition and familiarity with our parish and its wedding requirements. The names of other vendors may be available from the wedding coordinator or from the parish office.

Florist

Myra Fancher, Bowden's Flowers: 910 East Broadway
Lenoir City, TN 37771
(865) 988-9886
myrafancher@aol.com
www.bowdensflowerslenoircity.com

Wedding Rehearsal

The rehearsal is not a social event. Its purpose is to help each person in the wedding party understand his/her role in the ceremony. Your wedding rehearsal will be scheduled in consultation with the wedding coordinator, the officiant, and the parish office. Rehearsals are typically scheduled for the day before the wedding, usually in the late afternoon or evening. Rehearsals usually take approximately 1 hour. **The rehearsal will start at its scheduled time, with whatever participants are present.** It will also end on time. Please plan accordingly and ask everyone who has a role in the wedding to arrive 30 minutes before the rehearsal is to begin.

The following are typically present for a wedding rehearsal:

- Bride and Groom
- Maid of Honor and Best Man
- Bridesmaids and Groomsmen
- Readers
- Parents, such as the father, who will be in the procession or part the wedding ceremony
- Ushers
- Ring Bearer and Flower Girl
- Gift Bearers, who will bring forward to bread and wine at the preparation of the altar
- Extraordinary Ministers of Holy Communion

Everyone else should meet the couple at the rehearsal dinner rather than attend the rehearsal.

The wedding rehearsal is not the rehearsal for musicians. Any musician rehearsals must take place at another time by arrangement with the wedding coordinator.

Please help maintain the reverence and dignity of the church by informing members of the wedding party to refrain from drinking alcoholic beverages prior to the rehearsal and the wedding ceremony. Anyone coming to the church intoxicated will not be allowed to participate in the rehearsal; this includes the groom and the bride. Also, it is not permitted to chew gum in the church or to bring food and beverages other than water into the church.

The Marriage License: Please bring the marriage license to the rehearsal. In the event the license is forgotten, the couple must designate a volunteer to retrieve it during the rehearsal and it must be delivered before the end of the rehearsal hour.

On Your Wedding Day

Please remember that the church is a sacred space and is to be treated with care and dignity. St. John Neumann Parish expects that all behavior by wedding participants and guests before, during, and after your wedding ceremony maintains a peaceful and prayerful environment.

BRIDE'S ROOM

A Bride's room is available upon request. To reserve the room, contact the **Parish Office** as soon as possible. The room is available no earlier than 8:00 am (for an afternoon wedding) or 1:00 pm (for an evening wedding).

All personal belongings and all trash must be removed from the Bride's room **prior to** the ceremony. Please assign someone to ensure that this room is carefully cleaned and all personal belongings removed.

St. John Neumann Church cannot assume responsibility for items left unattended.

GROOM'S DRESSING ROOM

St. John Neumann Church is unable to provide a room for the groom and the groomsmen to dress. They should come to the church dressed in their wedding attire.

Important Items of Concern

Working closely with the St. John Neumann Wedding Coordinator will ensure that your wedding ceremony and all activities associated with it comply with the guidelines of St. John Neumann Parish. Please refer all questions from your florist, photographer, videographer, and other vendors to our wedding coordinator.

Some of your guests may not be familiar with our Catholic tradition of maintaining an atmosphere of respectful silence inside the church. It is your responsibility to tell all your guests, including the wedding party and vendors, that the church is a sacred place and that conversations should be kept to a minimum. This is true at the wedding ceremony and at the rehearsal.

PROPER DISPOSITION & THE USE OF ALCOHOL

It is a matter of Church law that the exchange of marriage vows requires the free and full consent of both bride and groom in order to enter into the Sacrament of Marriage. The use of alcohol or other intoxicating substances is regarded as impairing the ability of the groom or the bride to give full and free consent, required for the valid celebration of the Sacrament of Marriage. Alcoholic beverages and other intoxicating substances are not permitted in the church or on church grounds. A bride or groom who has consumed alcohol and/or other intoxicants prior to his/her arrival and/or appears impaired will necessitate the wedding being delayed until such a date and time when it is clear that both parties are able to give free and full consent to the marriage.

Alcoholic drinks in limos, buses, shuttles, etc. are not permitted until that vehicle has left St. John Neumann Parish property.

Policy Regarding Flowers & Other Decorations

We welcome certain efforts to beautify St. John Neumann Church for your wedding. Please share these guidelines with those assisting with flowers and other decorations.

It is a long-standing tradition that the flowers placed in the church for your wedding are an offering of thanksgiving to God. For that reason, your wedding flowers should remain in the church after the wedding. In order to help you keep your expenses down, we encourage couples with weddings on the same day to coordinate their flowers and share the cost. The wedding coordinator will be happy to assist you with these arrangements. If you are not planning to use arrangements of fresh flowers for your wedding, please inform the wedding coordinator two weeks prior to the wedding.

Artificial flowers and artificial plants are typically not permitted in the sanctuary at St. John Neumann Church.

Please be aware that if you have your wedding during a special liturgical season, such as Easter, the church, including the sanctuary, may already be decorated with seasonal decorations that cannot be altered or removed.

Certain decorations on pews are permitted, however nothing may be taped or pinned to the pews. Your florist should be able to suggest an alternate method.

Aisle runners can cause several problems at a wedding ceremony, one of which is falls. Therefore, aisle runners are not permitted.

Due to the risk of fall or injury and the need for cleanup, we do not permit blowing soap (or other) bubbles or the throwing of confetti, birdseed, rice, etc. inside or outside of the church. Flower girls may drop flower petals (*artificial petals only*) inside the church, but not in the sanctuary.

All decorations (with the exception of the altar flowers) must be removed from the church *immediately* following the ceremony. This is the responsibility of the wedding party, unless arrangements are made with the florist.

Photography Policy

Below are some special instructions for your photographer and videographer. An extra copy of the Photography Policy is being provided to you so that you may give it to your photographer and videographer.

To provide a meaningful remembrance of this celebration, we allow photographs to be taken in the church. To make sure your wedding will be a prayerful experience for you and your guests, we require the following guidelines to be observed:

Photographers are not allowed within the sanctuary (the raised area around the altar). There are no exceptions.

Flash photography is allowed *only* during the processional and recessional. All other videos and photos must be shot without flash.

All photography and videography during the ceremony must be done from a stationary position in the rear of the church and/or, with the approval of the wedding coordinator and the officiant, from one of the transepts. The photographer and videographers should not be moving around during the ceremony. We require that all movement by photographers, videographers, and their staff be discreet so as not to intrude on or draw attention away from the ceremony.

It is the responsibility of the photographer to help the wedding party keep a sense of reverence during the taking of photographs after the ceremony.

In order to facilitate the flow of picture-taking after the ceremony, once the newly married couple arrives at the rear of the church in the recessional, the wedding coordinator will direct the bride and groom and the bridal party back to the sanctuary *immediately* to begin taking photographs.

Because of the time-sensitive nature of the church's weekend schedule, you should wait to greet your guests until after all photographs are taken.

When agreeing on a time for your wedding celebration, it is wise to remember to allow sufficient time for photographs following the ceremony. There are confessions at St. John Neumann Church every Saturday beginning at 3:00pm. Be aware that there may be other sacramental celebrations, such as baptisms or other weddings, on the same day as your wedding. All indoor photography and all clean-up must be concluded by such a time so as to not interfere with the set up and celebrations of those liturgies.

Wedding Celebration Planning Form

This form, as well as the form in the back of *Together for Life*, should be completed. These forms allow us to better prepare for your ceremony. Please return this completed form to the St. John Neumann wedding coordinator.

Wedding Party

(Please list in order as they will process down the aisle.)

Maid/Matron of Honor:

Best Man:

Flower Girl (optional):

Ring Bearer (optional):

Bridesmaids:

1.

2.

3.

4.

5.

6.

Groomsmen:

-
-
-
-
-
-

Use the back of this page if you have more than 6 bridesmaids and groomsmen.

Rite of Holy Communion

Distributing Holy Communion – *Communion will be offered under both forms for the wedding party seated in the sanctuary. If you wish to have communion under both forms for the entire congregation, you may need to provide two Extraordinary Ministers of Holy Communion unless a sufficient number of Catholic priests or deacons are participating in the ceremony. The ministers you choose must be Extraordinary Ministers in their own parish (documented).*

1.

2.

Concluding Rite

Announcements – *Would you like the officiant to make any announcements prior to the Blessing and Dismissal?*

Blessing and Dismissal – *At the conclusion of the wedding, following this final blessing, the officiant will introduce the newly married couple to the assembly. How would you like to be introduced?*

Please write your preference here:

Wedding Policy Agreement Form

I have read the ST. JOHN NEUMANN CATHOLIC CHURCH Wedding Policies Guide *in its entirety*, and I understand the policies regarding our wedding celebration and preparation at St. John Neumann Catholic Church. I agree to follow these policies as stated. I will ensure that members of the wedding party and vendors we hire also understand and intend to follow the policies pertaining to our wedding celebration.

With this application, I enclose to the **Parish Office** the amount of \$250.00 as my Security/Damage Deposit. I understand that my wedding is not officially scheduled at St. John Neumann Church until each of the following is complete:

- a. preliminary meeting with a St. John Neumann Parish priest or deacon,
- b. approval of the requested wedding date by St. John Neumann Parish,
- c. the payment in full of the Security/Damage Deposit.

I understand that I am responsible for the following:

- **To schedule a meeting with the St. John Neumann Parish Wedding Coordinator** to further discuss guidelines, vendors, and other plans for the wedding
- **To complete premarital counseling sessions** with the officiant or someone he has approved
- **Keep scheduled appointments** with all wedding personnel and the officiant
- **Provide DAMAGE DEPOSIT** prior to finalizing our reserving the church
- **Provide all remaining FACILITY FEES** to the Parish Office no later than **THIRTY (30) DAYS** prior to the wedding date
- **Provide the MARRIAGE LICENSE** to the officiant at the **BEGINNING** of the wedding rehearsal
- **Pay all money due to the church organist** by the wedding rehearsal

I understand that it is my responsibility to see that the church facilities and properties are left in the same condition in which they were found.

I understand that in the event of a **cancellation** less than three (3) months prior to our scheduled wedding date, St. John Neumann Church will **retain the \$250.00 Damage Deposit** and will refund any additional payments that may have been made.

I understand that **all alcoholic beverages and illegal or controlled substances are strictly prohibited** on all St. John Neumann Parish property. I also understand that all buildings are **“Smoke-free”**.

I understand that I must notify the Parish Office, the Wedding Coordinator, or the officiant of any cancellation of wedding plans as soon as possible so that the Security/Damage Deposit may be refunded.

I also understand that the Wedding Policies are subject to change at the discretion of St. John Neumann Parish but that I will be notified of any changes.

By my signature, I agree that failure to comply with the stated policies can be considered “disregard of policy” and could result in forfeiture of a portion of or the entirety of the Security/Damage Deposit.

Bride

Date

Groom

Date

BRIDE	Certificate Checklist	GROOM
<input type="checkbox"/>	BAPTISMAL CERTIFICATE	<input type="checkbox"/>
<input type="checkbox"/>	FIRST COMMUNION CERTIFICATE	<input type="checkbox"/>
<input type="checkbox"/>	FREEDOM TO MARRY TESTIMONY	<input type="checkbox"/>
<input type="checkbox"/>	DISPENSATION	<input type="checkbox"/>
<input type="checkbox"/>	COPY OF ANNULMENT	<input type="checkbox"/>
<input type="checkbox"/>	OTHER	<input type="checkbox"/>