

# Wedding Policies and Guidelines



All weddings held at St. Joan of Arc Catholic Church must be scheduled through the Church Office (251-432-3505). No wedding will be scheduled until a presider (priest or deacon) has agreed to officiate at the wedding and a deposit has been paid. Once a date and time for the rehearsal and wedding have been reserved, please do not make any changes without first consulting our office. St. Joan of Arc Catholic Church seats 200 people.

## WEDDING FEES

The fee for the use of St. Joan of Arc Catholic Church is \$500. If the bride or groom (or parents of the bride or groom) are active, tithing parishioners of St. Joan of Arc Catholic Church with records of contributions dating a minimum of 1 year prior to the date of the wedding, there is no fee.

To schedule a wedding, you must come into the parish office, located at 1260 Elmira St. and meet with the parish secretary. At that time a reservation for a date is confirmed and a non-refundable deposit of \$200, with the balance of the fee due 2 weeks prior to the wedding (for non-parishioner). Checks should be made payable to St. Joan of Arc Catholic Church, 1260 Elmira St., Mobile AL 36604.

After the celebration of the wedding, it is the responsibility of the parties to arrange for the removal of decorations from the church. Also remove any flower boxes and make sure the restroom is in good order. Please appoint someone to go through the pews to pick up things left and any trash, lift kneelers and ensure that the church is in good order for Mass.

## HONORARIUM

The rental fee for the church does NOT include the honorarium for the priest (this would typically be NO LESS than \$100) or the honorarium for the altar servers (\$20/each in cash). Please be sure the honorariums are taken care of the night of the rehearsal.

At weddings with a full Mass, the parties are asked to select their own lectors, gift bearers and altar servers.

## ORGANIST

For well over a millennia, music has provided spiritual enhancement to the liturgy of the Catholic Church. At St. Joan of Arc we aspire to have the highest quality music for this special occasion in your life. Careful attention is taken when selecting music and musicians. The following are guidelines that will make music planning for your wedding as easy as possible:

- St. Joan of Arc Music Director will be responsible for all music and musicians for services. To make an appointment, call Richard Jones at 251-510-5442 at least six weeks prior to the wedding to determine music, singers, and instrumentalists needed. Only musicians approved by the Music Director and/or the Pastor of St. Joan of Arc may perform in church services.
- All music performed in Catholic wedding must be sacred, or absolute music that is appropriate for the liturgy. The "Bridal Chorus", "Here Comes the Bride" by R. Wagner and the "Wedding March" by F. Mendelssohn are not allowed because of the secular subject matter associated with those pieces. Below are suggestions for appropriate music for Catholic Church services. There are other options, though additional fees may apply for the preparation needed for non-standard repertoire. All music must be approved by the Music Director, and cannot be secular popular music and cannot be selections from movies, operas, or musicals.
- St. Joan of Arc's staff organist, Richard Jones, has first choice for performing all wedding music when the organ is required. The fee for the staff organist is \$250. If the organist is needed to attend and play at the wedding rehearsal, a fee of \$50 will be added.
- Musician fees should be paid in full and given to the music coordinator at the rehearsal. It is customary to be paid in cash or check. Music will not be performed without advanced payment. Fees for singers and instrumentalists differ, but are approximately \$100 - \$250 per service for most instrumentalists, and \$50 - \$100 for most vocalists.

## WEDDING MUSIC SUGGESTIONS

(Note: A full Mass requires additional musical selections for the liturgy and can be arranged with the music director.)

### PRELUDE

- My Heart Ever Faithful, *Bach*
- Ave Maria, *Schubert*
- Panis Angelicus, *Franck*
- Dona Nobis Pachem, *Palestrina*
- O Perfect Love, *Barnby*
- Whither Thou Goest, *Singer*
- Meditation, *Morrison*
- Altar Flowers, *Overholt*
- The Gift of Love/Though I may Speak (O Waly Waly), *Stevens*
- Like A Shepherd Lead Us, *Bradbury*
- Ave Verum Corpus, *Mozart*

### PROCESSIONAL

- Arioso/Sinfonia, *Bach*
- Nocturne, *Mendelssohn*
- Trumpet Voluntary, *Clark*
- Trumpet Tune/Air, *Purcell*
- Jesu, Joy of Man's Desiring, *Bach*
- Thanks Be to Thee (Largo), *Handel*
- Canon in D, *Pachelbel*
- Wachet Auf, *Bach*
- Bist du Bei Mir, *Bach*
- Air (Water Music), *Handel*
- My Heart Ever Faithful, *Bach*
- Ave Maria, *Schubert*
- Ave Maria, *Arcadelt*
- O Perfect Love, *Barnby*

### RECESSIONAL

- Ode to Joy, *Beethoven*
- Psalm XVIII, *Marcello*
- Prelude and Fugue in F Major, *Bach*

- Alleluia! Sing to Jesus (Hyfrydol), *Prichard*
- O God, Our Help in Ages Past, *Croft*
- Love Divine, All Loves Excelling (Beacher), *Zundel*
- Rondeau, *Mouret*

## TIMES

Weddings may be scheduled on Saturdays anytime between 10:00am and 2:00pm or 6:00pm to 7:00pm. Weddings are not scheduled on dates that conflict with official events or liturgies at St. Joan of Arc Catholic Church, or on Christmas Day, Easter or Holy Week. Rehearsals are typically held on Fridays between 4:00pm and 7:00pm.

## DOCUMENTATION AND PRESIDER'S RESPONSIBILITIES

Weddings performed at St. Joan of Arc Catholic Church must comply with the sacramental regulations of the Archdiocese. When you schedule your wedding, you will be required to provide St. Joan of Arc with the name, parish and address of the presider. Your presider will be sent a form to fill out and mail to our parish office to obtain delegation to preside at your wedding.

In addition, you must provide the names and addresses of any other priests or deacons who will be participating in the ceremony. The Archdiocese requires all priests and deacons from outside the Archdiocese of Mobile to be issued a Testimony of Suitability from their bishop or religious provincial. It is the responsibility of St. Joan of Arc Catholic Church to obtain that prior to your wedding; therefore we require the name of the parish and address of all priests and deacons participating in your marriage ceremony on your reservation form. Your reservation form cannot be finalized until the parish office has the approval from the Archdiocese that any priest or deacon outside of Mobile has a Testimony of Suitability on file. Failure to comply with this rule will result in the priest or deacon from outside the Mobile Archdiocese to be denied participation in your wedding.

The presider, or his delegate, is responsible for completing all pre-nuptial investigations, requests for dispensation, Engaged Encounter verification, etc. The presider will take responsibility for the sessions of matrimonial preparation required by the Archdiocese of Mobile. The presider must send all paperwork to St. Joan of Arc Catholic

Church. Additionally, it is the responsibility of the presider to sign and mail the marriage license to the State of Alabama, providing a copy to St. Joan of Arc Catholic Church along with all other wedding paperwork.

It is the task of the presider to ensure that all liturgical and sacramental regulations are followed. However, questions as to music, photography, flowers, etc. can be discussed with the parish secretary, keeping in mind any restrictions contained in the wedding guidelines for St. Joan of Arc Catholic Church or the Sacrament of Marriage guidelines of the Archdiocese or Mobile. It is the responsibility of the presider to insure all policies are enforced.

It is highly recommended that you plan your liturgy carefully, including selecting the readings well in advance and printing them out for your readers. Your presider should work with you on this and all other aspects of your liturgy.

## SEASONAL FURNISHINGS AND DECORATIONS

During the various liturgical seasons, the chapel will have appropriate liturgical furnishings and decorations. For example, during Advent, purple or blue may be the background color and an Advent wreath will be present; in Lent, purple will dominate; and green will be the color in Ordinary Time. At Christmas there will be a large Christmas crèche as well as other Christmas decor. As these appointments to the liturgical environment are seasonal, all weddings should be planned with these decorations in mind.

## PARKING

Parking for weddings at St. Joan of Arc Catholic Church can be found in front of the school on Elmira St. as well as the side of the school on Ann St. There is a gated parking lot at the rear of the school. NO parking places may be reserved until after the 4:00pm Vigil Mass on Saturdays. Also, no one is allowed to block or park in the rectory driveway.

## FLOWERS AND CANDLES

Flowers for Saturday weddings are to be placed prior to the 4:00 Vigil Mass. Simple and tasteful flower arrangements may be used to decorate the

church. Only live flowers and plants may be used. The use of tape, tacks, or glue to secure flowers to alters, pews or windowsills is strictly forbidden, as is the use of any other fasteners that could mar wood or marble surfaces. Nothing can be placed on the brass candles (standing or on the altar). Alter flowers from the final wedding on Saturday are to remain in the church after the wedding for our Sunday liturgies. Any greenery brought in may be removed.

No additional candles may be brought to the altar, nor any existing candle stands be moved as the air and heat will only blow them out. Candle illuminators with globes may be clamped to the pews, but no bags filled with sand, etc. may be used inside or outside the church. You MAY light every candle on every altar for your ceremony, with the exception of the memorial candles (blue or red) as they have a fee per candle.

There is a possibility that another wedding is scheduled before or after yours. Recognizing this, florists must be informed of when they would have access to prepare the church prior to the scheduled time of your wedding.

## POSED PHOTOGRAPHS

It is the policy of the Archdiocese of Mobile that during the celebration of the Sacrament of Matrimony, no posed pictures are to be taken in the church before or after the ceremony. With the consent of the priest or deacon officiating, pictures and videos may be taken during the ceremony in a discreet manner that does not interfere with the sacred character of the occasion. Prior to the recession of the bride and groom, the photographer may come forward and photograph all of the wedding party in the sanctuary.

## THROWS/RUNNERS

No rice, confetti, glitter, birdseed, flowers, flower petals or other items may be thrown either inside or outside the church. No runners may be used down the center aisle of the church.

## ALCOHOL

Alcohol is not permitted at any time in the church or on the grounds of the church. This applies to the rehearsal and the wedding ceremony itself.

## PRIE-DIEUX

The church prie-dieux (kneelers) are for your use and will be placed for you.

## REHEARSAL

One hour is set aside for the rehearsal and must be scheduled with the Parish office. It is advisable to have your readers present at the rehearsal so they may practice with the microphone and become familiar with the acoustics of the church. Please observe a reverent silence during the rehearsal in the presence of the Blessed Sacrament. It is the responsibility of the Catholic party to explain this to others present.

## RESPONSIBILITY FOR DAMAGE

Any damage incurred during the rental of the church, or to the organ or sound system is the responsibility of the bride and groom.

## FURTHER INFORMATION

This contract is entered into between the bride and groom and St. Joan of Arc Catholic Church. We are available and happy to answer questions about the logistics for the wedding liturgy. We are also providing you with a copy of the policies of the Archdiocese of Mobile. Should you have any further questions after reading these policies, please contact our office at 251-432-3505 or email us at [Office@StJoanofArc.net](mailto:Office@StJoanofArc.net). Our mailing address is 1260 Elmira St., Mobile AL 36604.

