



ST PETER ST JOAN OF ARC

Marriage Preparation & Wedding Ceremony Guidelines

Contact Information

Marriage Preparation Coordinator

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Wedding Ceremony Coordinator

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Para ayuda en español:

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Congratulations on Your Upcoming Marriage!

We rejoice with you as you prepare to enter Holy Matrimony, a Sacrament of the Catholic Church. The faith community is called to rejoice in a special way when a Bride and Groom commit themselves to one another and to the Lord. Your wedding day will take a great deal of planning, and we are here to utilize our experience in assisting you.

This list of Guidelines for the celebration of Marriage at St. Peter St. Joan of Arc Catholic Church has been assembled to assist couples in preparing for a wedding ceremony and marriage that will reflect the Church's understanding of the sacredness of Marriage, during a ceremony that is reverent, joyful and appropriate to the dignity of the Sacrament of Holy Matrimony.

Initial Inquiry:

The regulations of the **Diocese of Columbus** require that the scheduling of a wedding must be made **at least 6 months in advance** of the proposed wedding date. Since certain times of the year are more in demand, often much more notice is advisable if a couple has the need of a very specific date in mind.

Use of the Church:

St. Joan of Arc and St. Peter Churches will be made available for weddings of members of St. Peter St. Joan of Arc Parish or for weddings of those whose parents are registered members of St. Peter St. Joan of Arc.

Day/Time of Wedding:

Weddings will be scheduled at times that do not conflict with other scheduled church functions, such as daily or weekend Masses or other Sacraments (i.e. Confirmation). Weddings are typically held on Saturdays at 1:00 p.m. (details on pg. 5) Ordinarily, weddings are not scheduled during Lent. If they are, this should be discussed with Clergy and planned in accordance with the spirit of the season.

Celebrant:

A Priest or Deacon currently assigned to the Parish will usually officiate at all Marriage Liturgies taking place at St. Joan of Arc or St. Peter's. Exceptions to this rule will be at the discretion of the Pastor.

Process of Preparation:

This process is intended to assist the couple in assessing their own readiness for Marriage, help their planning to live out the commitment of Marriage, and to make sure the pre-requisites for a Catholic wedding will be met. (More info on page 3 regarding **required Marriage Preparation classes**.)

To Schedule a Wedding at St. Joan of Arc or St. Peter's:

- 1.) **Inquiry**: Contact the Marriage Preparation Coordinator at (614) 761-0905, x303 or kbrady@spsjoa.org . She will complete a **Marriage Register intake form** with you, give you an overview of the process, and answer any initial questions you have.
- 2.) **Baptism Certificates**: Bride and Groom contact their respective churches of Baptism to request a **new/recent Baptism Certificate with all Sacrament Notations and Parish Seal** to be created and mailed directly to:
St. Peter St. Joan of Arc Catholic Church
attn: Marriage Prep.
10700 Liberty Rd.
Powell, OH 43065
- 3.) **Previous Marriages**: If the bride or groom have any previous marriages (civil/legal or church), they must provide either a **Decree of Nullity** granted by a Catholic Church Tribunal OR a **Certificate of Death** for each previous spouse. Brides and Grooms who are already civilly married to each other must provide a certified copy of the Marriage Abstract record.
- 4.) **Freedom to Marry**: Once these documents have been received by the parish, the Marriage Preparation Coordinator will schedule an initial meeting for the Bride and Groom with a Priest or Deacon. He will talk with the couple about the Marriage Sacrament and ask the couple questions to determine their **Freedom to Marry** in the Catholic Church.
 - a. In addition, the Marriage Preparation Coordinator will call and speak with one person for the Bride and one person for the Groom to ask additional questions about their **Freedom to Marry** in the Catholic Church.
 - b. Alternatively, if the couple lives elsewhere, they will meet with a priest or deacon at their local parish. The pastor of their local parish will mail a sealed and signed **Letter of Permission** to our parish Pastor. This letter must include statements that the couple is free to marry in the church, will be receiving their marriage preparation at their local parish, and have permission to marry at St. Peter St. Joan of Arc. Additionally, their local parish will be responsible for providing documentation of their pre-nuptial investigation, freedom to marry, and marriage preparation that must be received by St. Peter St. Joan of Arc no later than one month before the wedding date.
- 5.) **Confirmed Wedding Date**: Once the above steps have been completed, the Marriage Preparation Coordinator will confirm a wedding date for the Bride and Groom, taking into account church, staff, and clergy availability as well as other Sacraments and Holy Days/Seasons.

Marriage Preparation Requirements:

The Marriage Preparation Process Requirements are set by the Bishop and the [Diocese of Columbus Office of Marriage and Family Life](#).

Through the Diocese of Columbus:

- **Marriage Formation Day (Pre-Cana)**: For further information and to register, please visit <https://columbuscatholic.org/marriage-family/marriageprep/pre-cana-formation-day>
- **Full Natural Family Planning (NFP) Course**: New requirements mandate that you take a “full” course of one of the NFP methods approved by the Catholic Church (rather than just an introduction to NFP) For further information and to register, please visit <https://columbuscatholic.org/marriage-family/nfp/nfp-methods-classes>

Through St. Peter St. Joan of Arc Parish:

- **Pre-marital Inventory**: The bride and groom will receive an email from “Fully Engaged” with a link and information to register for and take an online questionnaire of around 150-175 questions about the different aspects of married life (e.g. communication, family, faith, conflict resolution, finances, etc.)
- **Marriage Mentor Meetings**: Once the bride and groom have completed their pre-marital inventory online, the Marriage Preparation Coordinator will receive the results and assign a volunteer Mentor Couple to meet with them 3-4 times to facilitate discussion of those results.
- **Sacrament of Reconciliation**: Catholic Brides and Grooms should seek out and receive the Sacrament of Reconciliation before (within one week from) the wedding. The Marriage Preparation Coordinator can provide support in facilitating this process..
- **Clergy Meetings**: Typically, you will meet at least twice with a St. Peter St. Joan of Arc Priest or Deacon. The initial meeting will determine your freedom to marry in the church and must take place prior to confirming a wedding date. A final meeting will occur once all Marriage Preparation courses, inventory, and mentor meetings are complete and at least one month out from the wedding.

For couples who do not currently live near to St. Peter St. Joan of Arc:

- You will complete all of your marriage preparation with your local diocese and parish, and documentation of completion of marriage preparation (including all elements listed above) should be provided to St. Peter St. Joan of Arc no later than one month prior to your wedding date.

Marriage License:

A valid Marriage License issued by a Probate Court in an Ohio County is required to get married in Ohio and thus at St. Peter St. Joan of Arc.

- **Issuance of Civil License**: A Marriage License can be obtained 60 days prior to the wedding date. The license is valid only for 60 days. If the wedding does not take place within that time, a new license must be secured. We strongly advise that you apply for your license asap at 60 days.
- **Application for Marriage License**: Is to be made under oath by BOTH parties to the Probate Court in the Ohio county where either Bride or Groom resides. If neither the bride nor the groom live in the State of Ohio, then they need to apply in the Ohio County Probate Court where the wedding will take place (Franklin County for weddings that will take place at St. Peter Church campus, Delaware County for weddings that will take place at St. Joan of Arc Church campus.) For the most up to date information on requirements, contact information, and hours, please see the specific website for the Ohio county
 - For Franklin County:
<https://probate.franklincountyohio.gov/departments/marriage>
 - For Delaware County:
<https://probate.co.delaware.oh.us/formsservice/marriage/>

Preparing the Wedding Liturgy Ceremony:

- 1.) **To begin planning your wedding ceremony:** Please go to www.foryourmarriage.org. This site will assist you in planning the Rite of the Catholic Wedding. It will explain each section of the Liturgy and will walk you through the allowable options for the Readings and Psalm. In a follow-up meeting with the Clergy, you will discuss your choices and then relay them to the Wedding Coordinator.

- 2.) **Parish Wedding Coordinator:**

Soon after your wedding date is scheduled, the Parish Wedding Coordinator (for St. Joan of Arc and St. Peter) will contact you. An in-person meeting will be scheduled, approximately 5-6 mos. prior to the wedding day. You will meet again in a few months, and 2 weeks before the wedding. **In this initial meeting you will discuss all details regarding your ceremony.** You will be able to address any questions you may have.

You will be given Wedding Ceremony Detail pages. This will be filled out by you with all specifics of your ceremony (arrival times, bridal party, entrance processional, readings, music, photographer, florist, etc.) You will also be shown changing rooms and areas of the church used for the ceremony. There is more info following for Florist (pg. 6), Photographer (pg. 7), Music (pg. 8).

Please note: Outside or hired wedding planners are not permitted in Church wedding ceremony planning. If there you hire an outside planner, please be aware that the Parish Wedding Coordinator is very experienced and will competently handle 100% of the details of the ceremony planning, directing the rehearsal and overseeing the wedding ceremony.

- 3.) **Ceremony Preparations:**

(The Wedding Coord. will discuss the following with you in your first meeting.)

- **Photographer/Videographer:** Hired and paid for by the couple. Please read the accompanying guidelines for Photographers and pass them on to your Photographer. They must meet with the Wedding Coord. upon arrival to the church to go over instructions.
- **Florist:** Floral arrangements are arranged for and paid for by the couple. Please read the accompanying guidelines for Florists and pass them on to your florist. The Wedding Coord. will discuss floral options and suggestions.
- **Ceremony Programs:** These are designed, ordered and purchased by the couple (the parish does not supply them). The Wedding Coord. has samples for reference.
- **Changing Rooms:** The Bride and Groom and their attendants may dress in designated rooms at the Church. You will be shown the rooms upon meeting. All items brought into these rooms (boxes, bags, hangers, clothing, food) must be removed immediately following the ceremony and photography. These rooms must be left clean and as they were found.
- **Bridal and Wedding Party Attire:** **Please be aware that the Church is a Sacred space where Jesus is present and should be shown due respect.** All attire should be appropriate and modest, not suggestive, sheer or revealing. If gowns are bare or strapless, please consider a wrap, shawl or shrug for the Church ceremony. Additionally, for men there are no hats/caps permitted in the Church at any time.
- **Receiving Line:** This custom is most appropriately reserved for the reception. The Wedding Coord. will discuss an option for a "send-off" of the couple prior to after-ceremony photographs.
- **Church Décor:** The Wedding Coord. will discuss allowable options. (Not permitted due to safety concerns: aisle cloth, candles, tossing of flower petals, rice, birdseed, etc.)

- **Additional Ceremony Participants:** Friends and relatives of the couple may participate in the Liturgy as readers and Offertory gift bearers, provided they are comfortable in the function they are to fulfill. They must be approved by the officiating Clergy or Wedding Coord. Flower Girls/Ring Bearers should be of appropriate age and comfortable to walk down the aisle without hesitancy, so as not to detract from the entrance of the bride and the beginning of the sacred Liturgical wedding ceremony. Flower girls carry only flowers, no tossing of petals or carrying signs. Ring bearers may carry pillows with ornamental rings. (The actual rings are the responsibility of the Best Man.)

4.) **Important Information:**

- Food or drink are not permitted in the church proper at any time. Smoking is prohibited within all buildings of the church.
- *No alcoholic beverages are to be consumed on the premises the days of the rehearsal or the wedding. The use of alcohol by anyone **will jeopardize the wedding taking place!** No exceptions will be made for any reason.*
- Any other activities that detract from the Rite of Holy Matrimony are prohibited. These include carrying of signs into the church proper by attendants, the use of wagons/carts, or pets being present for the ceremony or pictures.
- All weddings will begin on time. Line-up typically is at 12:45, and the wedding party set to be in place to begin the Processional into the church proper promptly at 1:00.
- All photography must be completed and departure of all guests and wedding party (and rooms cleared of wedding items) must be no later than 3:00.

4.) **Wedding and Rehearsal Times: St. Joan of Arc and St. Peter**

(Days/times other than these must be arranged with the Clergy and Church office.)

- Rehearsal: Friday 5:00pm. Typically finished no later than 6:00pm.
- Wedding Ceremony: Saturday 1:00pm. Vacated from the building by 3:00pm.

FLORIST GUIDELINES

We welcome florists and their assistants to St. Joan of Arc and St. Peter Churches. To aid in the planning, we have the following requirements:

Since marriage is a Sacramental celebration of the Church, in which a couple enters into a lifetime Covenant before God, floral arrangements should enhance the beauty of the occasion and not compete for attention.

In Catholic theology, the altar is the most sacred part of the Church, reserved for the celebration of the memorial of the Last Supper. No flowers or other decoration of any kind may be placed on the altar, nor obstruct its view or the reverent flow of movement around it. Flowers may not be higher than the altar. Following are some appropriate options:
near the altar, in front of the ambo (lectern), on the far corners of the steps near the railings, draped on the pew ends, in the narthex by the doors to the entrance of church proper, on the program table.

If any existing plants or floral arrangements near the altar are moved for the wedding, it is required that they be returned to their original location.

We suggest that you take your arrangements with you after the wedding, but if you choose to leave them, please inform the Wedding Coord. of this when you meet.

Due to safety concerns, there are to be no aisle runners or candles. Flower girls are not permitted to toss petals or other objects in the aisle in front of the bride or at any other time.

Nothing should be taped, glued, tacked or nailed to the pews or woodwork. We suggest ribbons, ties or bands for pew enhancement.

The Wedding Coordinator will discuss all details with you.

BRIDE AND GROOM PLEASE GIVE A COPY OF THIS PAGE TO YOUR FLORIST.

PHOTOGRAPHER GUIDELINES

We welcome photographers to the church, both still photographs and video. For a positive experience, we ask that the following directives are followed.

It is our firm belief that a wedding is a sacred ceremony, not a photographic production. Photographers should please keep this in mind during all parts of the ceremony, and please remain as inconspicuous as possible. For posed pictures, remember the sacred appointments of the church building. No comedic or suggestive poses, or props are permitted.

The photographer should check in with the Wedding Coord. upon arrival. You will be directed to the proper areas from which to photograph. We ask that you remain unobtrusive during the wedding procession and do not stop this activity or at any point during the ceremony to obtain photographs. There is to be absolutely no flash photography during the ceremony after the processional.

During the ceremony the photographer is not to enter the Sanctuary (the area including the steps and floor levels leading up to the altar), or the area near the reader, or the musicians and cantor.

Photographers are requested to be seated and silent when the readers or Celebrant are in the pulpit for the Proclamation of Scriptures.

Please do not at any time move furnishings, microphones or other appointments in the church proper.

There is approximately 60 minutes from the end of the actual ceremony to complete all pictures and vacate the grounds with equipment. This should be by 3:00pm.

Keep in mind appropriate attire for photographers- including no headwear (ie: hats, ballcaps).

BRIDE AND GROOM PLEASE GIVE A COPY OF THIS PAGE TO YOUR PHOTOGRAPHERS.

MUSIC GUIDELINES

Our musicians look forward to enhancing your celebration of the Sacrament of Holy Matrimony. Music contributes a great deal to the celebration of the Catholic wedding Liturgy and should express And support the fundamental understanding of the Catholic Rite of Matrimony. The music selected should be **liturgical** (appropriate to the nature of the Roman Catholic Liturgy), **musically beautiful**, and **pastoral** (helping the gathered community to pray and give expression to faith).

Plan to meet with the Music Director for guidance in choosing music that is both appropriate and meaningful for your wedding Liturgy. You will be given a list of acceptable songs for the ceremony. This meeting is for the bride and groom only and is generally scheduled in conjunction with our Wedding Coordinator, however the Music Director may contact you to discuss and meet.

The basic music fee for weddings at St. Joan of Arc and St. Peters is \$350 to \$450. This is dependent on musicians used. This fee includes planning with the Music Director, a wedding cantor from the parish that is trained in Catholic Liturgy, and accompanist from the church. We have other options available (violin, cello, flute etc.), which the Music Director will arrange. Please note that musicians do not attend rehearsal.

The Wedding Coordinator can discuss some of these details with you prior to speaking with the Music Director. Contact the Wedding Coord. or the Parish Office to reach the Music Director.

On the following page are specifics of fees and a checklist of needs from you for your wedding.

*We look forward to assisting you in any way that we can
to help make your sacred Wedding ceremony a most memorable
and special day for you!*

Fees:

(Please note: all applicable church fees must be paid a minimum of 2 weeks prior to wedding. Submitted to the Wedding Coord. at your last meeting.)

One total check should be written to St. Peter St. Joan of Arc Catholic Church. On the memo line include your last names and wedding date.

(Any other fees paid to individuals participating in the ceremony that are not from St. Joan of Arc or St. Peter are to be handled by the couple and not as payment through St. Joan of Arc or St. Peter.)

_____ \$350- \$450: Basic Music fee

_____ Other music fees as discussed with Music Director (special cantor, or additional musicians)

_____ \$300: Wedding Ceremony Coordinator

_____ \$150: Clergy (suggested stipend for the Celebrant who donates his time in prayer and preparation of your wedding)

_____ \$200: Church donation (facilities use, cleaning, etc.)

_____ \$40: Altar server/per server (if requested by the Celebrant)

Note: For marriage preparation only (wedding ceremony at another parish) or small convalidation of a civil marriage, the fee is \$150.

Check List:

(for use of Bride and Groom)

_____ Submit needed Certificates of Baptism, or other necessary paperwork

_____ Secure wedding date

_____ Complete Marriage Preparation Classes (see pg. 4, Marriage Preparation Requirements)

_____ Meet with Parish Wedding Coordinator

_____ Meet with Music Director

_____ Obtain Civil Marriage License

_____ All applicable fees paid to St. Joan of Arc or St. Peter (submit to Wedding Coord. at last mtg.)