

ST. JOHN THE EVANGELIST PARISH

271 WINCHESTER ST, WARRENTON, VA 20186

ESTABLISHED 1874

540-347-2922

www.stjohntheevangelist.org

WEDDING GUIDELINES



UPDATED 07/10/2018

The Sacrament of Matrimony

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As with all the sacraments, marriage demands adequate preparation if the sacrament is to have its full meaning and effect. The planning of the liturgical celebration with the intimate involvement of priest, musician (s), and the couple is an essential part of that preparation because "[the sacraments] not only presuppose faith, but by words and actions they also nourish, strengthen, and express it."

Constitution on the Sacred Liturgy, #59

WEDDING GUIDELINES

PLEASE READ CAREFULLY- KEEP THIS REFERENCE HANDY!

Congratulations on your engagement! We are happy you have chosen to celebrate the Sacrament of Marriage here at St. John's and we welcome you. The wedding liturgy requires as much planning and entails as many choices as the wedding reception. We want to help you make informed decisions about these choices. The following guidelines will help you make your preparations. **WEDDINGS ARE CELEBRATED ONLY ON SATURDAY AT ST. JOHN'S.**

A WORD ABOUT WEDDING COORDINATORS AND CONSULTANTS

Your wedding ceremony will be planned by you, the Pastor (or other priest), and the Music Director. If you hire a wedding coordinator or consultant, please limit her or his participation in your wedding planning to the reception. The rehearsal will be led by a parish assigned wedding coordinator, who will arrange the details of the Mass or Ceremony. You will be contacted by St. John's Wedding Coordinator as the wedding date approaches. Her name is Sally Lilley and she can be reached at: 540-937-8907 or sallylilley68@live.com.

Should you decide not to have your wedding celebrated at St. John's, please notify us as soon as possible, so that we can make the church available for another couple. **If you do not notify us you will forfeit your deposit.**

If you decide to invite a priest or deacon **not** from St. Johns to preside at your wedding, your wedding file (documents) **MUST BE RECEIVED BY ST. JOHN'S PARISH AT LEAST 3 WEEKS PRIOR TO YOUR WEDDING!**

We have developed the following checklist, which we hope will help make planning for your wedding a more enjoyable and less stressful experience. If, after reading through the guidelines, you have any questions, please call Rosemary Coakley at 540-347-2922 ext. 202 or email her at: rmoretti@sj1.org.

MEETING WITH THE PRIEST

At least six months and ideally twelve months before your anticipated wedding date you must meet with Father James Gould, our pastor, our parochial vicar, or Father Henry Rivera our Spanish Apostolate to complete the necessary paperwork, discuss the pre-Cana process, the liturgy, and to set your date. **You should not confirm arrangements for your reception until you have confirmed a wedding date with Father and the Parish Office.** Father will provide you with the Together for Life booklet that will guide you in planning of the wedding liturgy (selecting readings, prayers, and other elements).

MARRIAGE PREPARATION (PRE-CANA)

St. John's marriage preparation is obtained through meetings with the priest at least 6 months prior to your marriage.

SCHEDULING THE DATE AND TIME OF YOUR WEDDING

We will not confirm a date for your wedding until you have spoken with Father. Marriages are held on Saturdays at 11am and 2pm. Rehearsals are Fridays at 5pm and 6pm.

It is extremely important that your rehearsal and wedding start on time, as a courtesy to your guests, and to the parish and clergy schedules. Weddings that begin more than 15 minutes after the scheduled time may be limited to a marriage ceremony only- no Mass. If your wedding begins more than 15 minutes late, we regret that photos in the church after the ceremony may not be permitted.

Either Father Gould, our Parochial Vicar, Father Rivera or one of our Deacons (ceremony only) will be the celebrant at your wedding. Should you wish to invite a family priest or guest priest to celebrate, courtesy dictates that you first speak with Father Gould before inviting another priest to preside.

There is no dressing room for the bridal party. There are restrooms on the right and left sides of the church, which will be available for use, but they are not suitable for dressing. **The wedding party should arrive at church ready for the ceremony.**

In keeping with the nature of the Sacrament of Marriage, all members of the wedding party must be dressed appropriately for church. In particular, this means no strapless dresses or bare shoulders, "spaghetti straps" for the bride or any member of the wedding party, unless a jacket, bolero, sweater, or "shrug" is worn. A wedding veil, regardless of length, is not sufficient coverage.

A note for the 2:00 p.m. weddings: the Sacrament of Reconciliation (Confession) begins at 4:00 p.m. Therefore, all activity must be completed before that time.

Please hold your "receiving line" for your reception. Your receiving line should take place at your reception, not inside the church or vestibule.

DOCUMENTS NEEDED

Marriage license: Residents of Virginia MUST obtain a civil license from the Clerk of the Civil court of any county in the Commonwealth of Virginia no more than two months before the wedding. Non-residents of Virginia MUST obtain a Civil License from the Clerk of the Circuit Court at the courthouse of the county in which the marriage is to take place. For St. John the Evangelist Parish, this means the FAUQUIER COUNTY COURTHOUSE. Also, please note:

- 1) County courthouses are not open on Saturdays or Sundays.
- 2) The Civil License is good for only sixty (60) days; therefore, do not get it too soon.
- 3) A blood test is no longer required in the Commonwealth of Virginia; therefore, the license may be obtained upon application.
- 4) There is a fee for the Civil License.

For further info, please visit the website: http://www.vdh.state.va.us/vital_records/marry.htm

Needless to say, your wedding day will be one of the most important days of your lives and you won't want to neglect to bring this very important document, so.... Don't forget to bring the license to the rehearsal!

If you are a Catholic:

You will need recent official copies of your baptism and confirmation records (no photocopies). Guidelines require that these certificates be dated within six months of your meeting with Father. Please do not submit the baptism certificate you received as a child. Call or write to the church of your baptism, and ask that the certificate be sent directly to you. If you need help finding the address of a particular church, please do not hesitate to call Mrs. Rosemary Coakley for assistance. In addition, each of you will need two notarized affidavits from a parent or clergy member, certifying that you are free to marry. This is not a "letter of permission" but rather an attestation that you are not already married. Father will give you the forms.

If you are Catholic and not a registered member of St. John's parish:

You will need a letter of permission from the pastor of the parish in which you are registered.

If you are not a Catholic:

You will need a recent copy of your Baptismal Certificate. You will need two affidavits from a parent or clergy member, certifying that you are free to marry. You will need a recent copy of your Baptismal Certificate. This is not a "letter of permission" but rather an attestation that you are not already married. Father will give you the forms.

_____ REHEARSAL DATE AND TIME

Rehearsals are held on the Friday evening before the wedding, generally at 5 pm and 6 pm.

You must bring your marriage license to the rehearsal. If more than one wedding is scheduled, Father or Rosemary Coakley will call you about your rehearsal time. Rehearsals are limited to 45 minutes. It is critical that all members of the wedding party, including readers and others involved in the ceremony, be on time. Normally we have Eucharistic Adoration scheduled in the church at this time which our parishioners look forward to. We do not wish to disrupt our Adoration for longer than necessary, so again, please be aware of the time. Please let your visiting priest know of this restriction. You should allow for rush-hour traffic.

_____ MUSIC PLANNING

St. John's Music Director, Mr. James Noakes, will play the organ for your wedding, and will work with you on all aspects of selecting and organizing the music. Please do not make any arrangements with singers or musicians, including family members and friends, without speaking to Mr. Noakes. At least three months before your wedding, call Mr. Noakes at the Parish Office at 540-347-2922 x206 or e-mail jnoakes@sjc1.org to schedule a meeting with him. Sacramental guidelines state that no secular music, including popular music and "love songs" may be played or sung before, during, or after the wedding.

Every wedding liturgy requires the services of a cantor (song leader), to assist the congregation with the sung parts of the service. Even when there is not a wedding Mass, a cantor is necessary. Mr. Noakes will arrange for the cantor, who will be a member of the St. John's Choir and thus familiar with the church and its acoustics, and for any singers and instrumentalists you request. **Even when a guest organist is permitted to play, the Music Director's fee will be paid.**

You can find music suggestions and the Order of Music for a Wedding Mass/Ceremony in the back of these guidelines.

_____ FLORISTS

Florists may have access to the church on Saturday, usually beginning at 9:30am as there is an 8:30am Mass on Saturdays which is followed by a brief prayer service. Have your florist call the Parish Office to verify availability, so as not to disrupt other services. Aisle runners are permitted.

- Flowers may be placed in front of the altar on the floor.
- Flowers on the pews must be put on with the slip-on type holders that require no tacks or adhesive. All parish liturgical and seasonal decorations are to remain in place.
- Altar flowers are customarily left in the church after the wedding, to reinforce the connection between your wedding and our parish community. Your observance of this custom is most gratefully appreciated.

PHOTOGRAPHERS

We urge photographers to exercise good judgment and common sense out of respect for the solemnity of the occasion, and at all times accept direction from the Wedding Coordinator and the priest.

- Once the wedding has begun the following rules must be followed:
No flash photography (or strobe/movie lighting) is allowed;
- Photographers are asked to keep their visible movement to a minimum;
- They may never walk in the area in front of the altar or enter on to the altar;
- They may never take a position during the wedding which would distract the assembly or obstruct anyone's view of the couple, the readers, or the priest;
- They may take candid shots from the back of the church;
- Taking pictures at the altar after the wedding is strongly discouraged; and
- The church must be cleared within an hour and a half (1 ½ hours) after the start time for the wedding. This time limit is strictly enforced.

Photographs may be taken from the sides or from the aisles, using natural light. No one is allowed on or behind the altar or sanctuary area. During the ceremony, no photographers or video cameras are allowed closer than the front pew area. No flash photography may be taken during the ceremony. Out of respect for the liturgy, photographers are expected to remain stationary during the Mass or ceremony, except for the entrance and exit of the wedding party. Photographers should be respectful of the parishioners and not block their views nor interfere with the liturgy. Tripods should not be placed in pews, in front of pews, or in aisles during the distribution of the Eucharist, processional, or recessional. Photographs may not be taken from the choir loft.

VIDEOGRAPHERS

We urge videographers to exercise good judgment and common sense out of respect for the solemnity of the occasion, and at all times accept direction from the Wedding Coordinator and the priest.

Once the wedding has begun the following rules must be followed:

- No strobe/movie lighting is allowed;
- Videographers are asked to keep their visible movement to a minimum;
- They may never walk in the area in front of the altar or enter onto the altar;
- They may never take a position during the wedding which would distract the assembly or obstruct anyone's view of the couple, the readers, or the priest;
- They may take candid shots from the back of the church;
- Taking pictures at the altar after the wedding is strongly discouraged;
- The church must be cleared within an hour and a half (1 ½ hours) after the start time for the wedding. This time limit is strictly enforced.

Videographers are limited to two cameras. No additional microphones may be taped or placed in the Church, and no video editing equipment is permitted in the Church. Out of respect for the liturgy, videographers are expected to remain stationary during the Mass or ceremony, except for the entrance and exit of the wedding party. Videos may not be taken from the choir loft.

Following the ceremony, you may wish to have a few photos taken in the Church. Fifteen minutes is a reasonable time for this. You should aware that if another wedding is scheduled following yours, decorators for the next wedding may be working in the church.

CHURCH FURNITURE/DECORATIONS/CLEANLINESS

Church furniture and seasonal liturgical decorations may not be removed or moved with the church. Members of the bridal party are responsible for placing chairs in the sanctuary for the ceremony (placement to be determined at the rehearsal), and for replacing chairs to where they were found after the ceremony.

No flower petals, confetti, rice, bubbles, or birdseed are permitted, for safety reasons. Please ask your family and guests to save these for your reception.

Please ask your florist, photographer, and ushers to remove all trash from the church and sacristy. This includes flower boxes, programs, program boxes, etc. Extra wedding programs and any other related materials will be discarded.

FEE PAYMENT SCHEDULE

- _____ The Deposit is due when the Church is booked.
- _____ Total Fee for the Church is due at least 4 weeks before the ceremony.
Fees for the Organist, Cantor, and additional Musicians are to be paid to the individuals (NOT St. John's) at least 4 weeks before the ceremony.
All of these fees must be paid at the Parish Office.
- _____ Fees for the Wedding Coordinator are to be given at the rehearsal and payable to the coordinator.
- _____ Fee for the Altar Servers should be given to them on the day of the wedding.

You can find St. John's fees listed at the back of these guidelines.

Please refer to these websites for additional information: Arlington Diocese

Website for the Sacrament of Matrimony:

<http://www.arlingtondiocese.org/familylife/marriage.aspx>

Planning a Catholic Marriage:

<http://www.foryourmarriage.org/catholic-marriage/planning-a-catholic-wedding/>

Order of Music for a Wedding Mass/Ceremony

Prelude Music
Processional
Kyrie
Responsorial Psalm
Gospel Acclamation (Alleluia except during Lent)
Offertory Music (omitted at Ceremony)
Memorial Acclamation
Amen (omitted at Ceremony only)
Presentation to the Blessed Virgin Mary (optional)
Recessional

Wedding Music Suggestions

Processional and Recessional (one piece for each)

Trumpet Voluntary - Jeremiah Clark
Trumpet Tunes - Henry Purcell
Trumpet Tune in D - William Boyce
Trumpet Tune in D - Maurice Greene
Trumpet Tunes - David Johnson
Crown Imperial March - William Walton
Prelude from Te Deum - Marc-Antoine Charpentier
Ode to Joy - Ludwig van Beethoven
Allegro from Water Music - G.F. Handel
Psalm 19 - Benedetto Marcello
Rondeau in D - Jean-Jacques Mouret
Now Thank We All Our God - Sigfrid Karg-Elert Carillon Louis Vierne
Toccatà from Symphony V - Charles-Marie Widor

Prelude Music

Offertory, Communion and Dedication to Mary (if there is no vocal music)

Jesu, Joy of Man's Desiring - J.S. Bach
Air from Suite No. 3 - J.S. Bach
Preludes and Fugues - J.S. Bach
Chorale Preludes - J.S. Bach
Organ Concertos - J.S. Bach
Organ Concertos - G.F. Handel
Organ Concertos - J.G. Walther
Air from Water Music - G.F. Handel
Suite Gothique - Leon Boellmann
Ave Maria - Franz Schubert, etc.
Canon in D - Johann Pachelbel
Prelude on Hyfrydol - Ralph Vaughan Williams
Beatus Vir - Charles-Marie Widor
Psalm-Prelude, Set 1, No. 1 - Herbert Howells

Hymns (from the Adoremus Hymnal)

All creatures of our God and King #600
All people that on earth do dwell #622
Come down, O Love divine #440
Love divine, all loves excelling #470
Now thank we all our God #607
Praise my soul, the King of Heaven #611
Ubi caritas #390



**Parishioner Fees for Weddings at
St. John the Evangelist Church**

*Sanctuary Deposit (Refundable after wedding).....\$250
(If no damage to the Sanctuary)*

Fee for the Priest/Deacon.....\$100

Sanctuary Fee Parishioner\$250

*Organist Fee Parishioner\$300 ***

Cantor Fee Parishioner\$200

Wedding Coordinator\$50

Altar Boys (each)\$10

**** Even when a guest organist is permitted to play, the Music Director's fee will be paid.**



Non-Parishioner Fees for Weddings at St. John the Evangelist Church

<i>Sanctuary Deposit (Refundable after wedding).....</i>	<i>\$250</i>
<i>(if no damage to the Sanctuary)</i>	
<i>Fee for the Priest/Deacon.....</i>	<i>\$150</i>
<i>Sanctuary Fee Non-Parishioner.....</i>	<i>\$500</i>
<i>Organist Fee Non-Parishioner.....</i>	<i>\$400 **</i>
<i>Cantor Fee Non-Parishioner.....</i>	<i>\$300</i>
<i>Wedding Coordinator</i>	<i>\$50</i>
<i>Altar Boys (each)</i>	<i>\$10</i>

**** Even when a guest organist is permitted to play, the Music Director's fee will be paid.**

Notes.

St. John the Evangelist Catholic Church

Parish Wedding Contract

This signed form must be returned to the Parish Office before you can schedule your initial marriage preparation meeting.

- ◆ We have received and read the Wedding Guidelines for St. John the Evangelist Catholic Church and will honor them.
- ◆ We agree that we will follow these Guidelines and inform all people in the wedding party, florists, photographers, etc. of the rules and restrictions.
- ◆ We agree to pay all fees designated in the Guidelines.
- ◆ We understand that this signed Contract along with the deposit fee must be turned in to the Parish Office Manager prior to booking a wedding date.
- ◆ We understand that the wedding date cannot be set immediately because the priest must first establish that we are free to marry, understand the wedding vows, and are ready to make them.
- ◆ We understand the necessity of providing new Baptismal Certificates, Affidavits of Freedom, and other documentation for the wedding file.
- ◆ We understand that we must maintain a spirit of reverence in the church during the rehearsal and before and after the wedding.

Bride (Print and Sign Name)

Groom (Print and Sign Name)

Date

PLEASE BRING THIS FORM TO THE CHURCH OFFICE, at
271 Winchester Street, Warrenton, 20186, ATTN: OFFICE MANAGER. THANK YOU.

FOR OFFICE USE ONLY

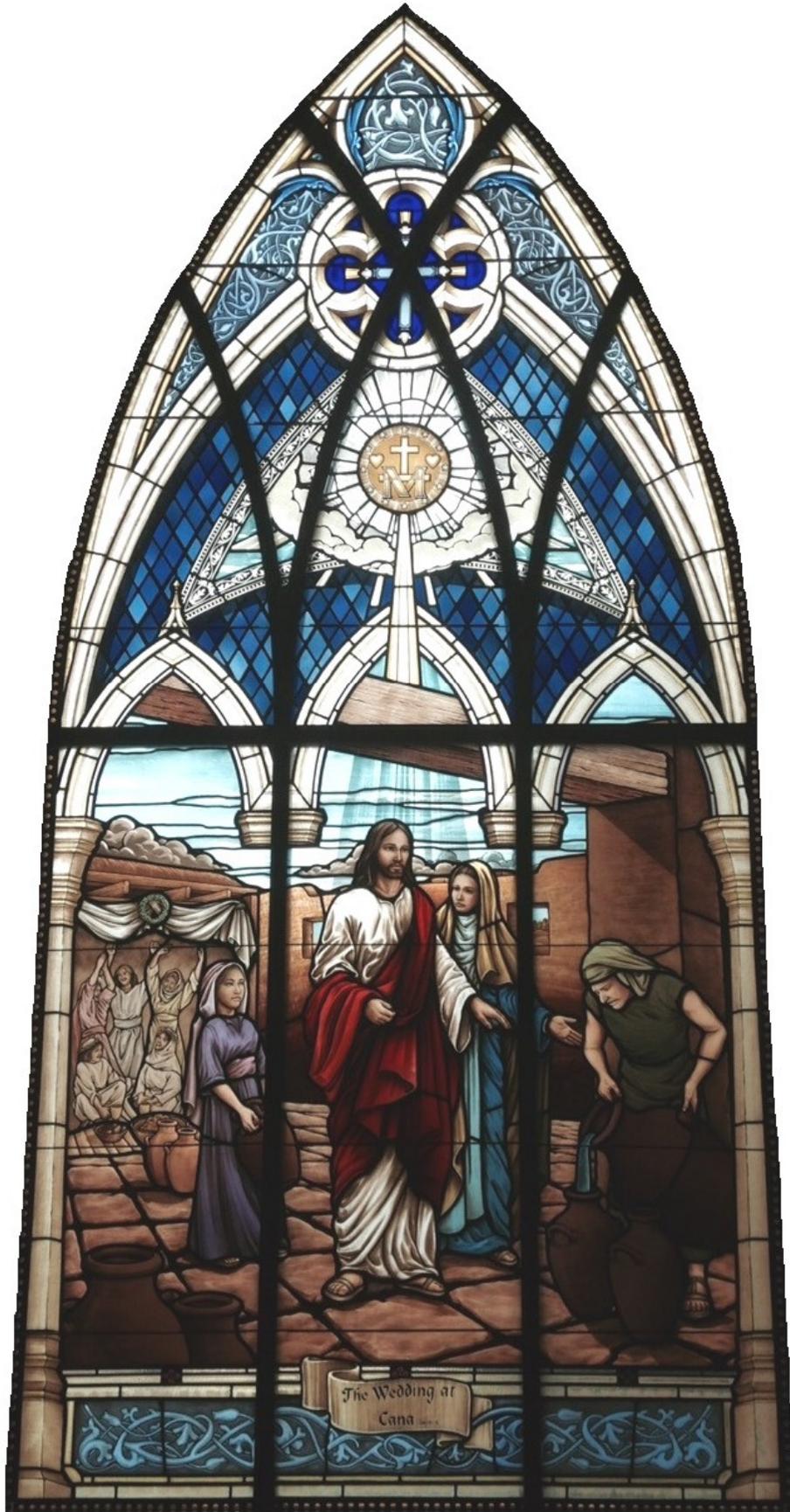
Date Form Received: ____/____/____

Organist Paid: ____/____/____

Date Deposit Paid: ____/____/____

Cantor Paid: ____/____/____

Final Payment Received: ____/____/____



The Wedding at
Cana