



CATHEDRAL OF THE SACRED HEART WEDDING GUIDELINES

CONGRATULATIONS ON YOUR ENGAGEMENT! We are pleased to assist you as you prepare to celebrate the Mystery of God in the love you have for one another and the commitment you make to each other in the Sacrament of Marriage. Sharing in your joy, the Church provides a time line of preparation for you to provide ample time to reflect on the faith commitment expressed by your request to have the Church witness your exchange of vows.

YOUR PERSONAL PREPARATION: The following information and guidelines are given to you in advance so that you can begin to make your plans. **The application for marriage (on our website), must be completed and returned to Jayne Hushen in the Parish Office, along with the church fee and the signed back page of these guidelines, in order to confirm and lock in a date on the parish calendar.**

1. The Cathedral of The Sacred Heart is one of the most sought after locations in Richmond for weddings. Limitations of time, resources and personnel prevent the Cathedral parish from honoring the requests of every couple that wishes to be married here. The Cathedral is committed to providing for the weddings of registered members first and then as time and circumstances allow, the parish community is willing to share the Cathedral building with other couples. The following guidelines have been established regarding the scheduling of weddings:

Any couple is entitled to schedule his/her wedding at the Cathedral as long as either the bride or groom is Catholic. The priest/deacon of the parish will officiate your wedding, although you are free to bring in another priest/deacon if desired. Six months advance notice is needed to allow time for the required preparation.

2. **Please do not set a precise date for your marriage/reception plans until you have a confirmed date on the parish calendar. Please remember that your first choice of date and time may not always be available.**
3. **Marriage preparation involves meetings with the priest/deacon who will preside at the celebration** and the required Marriage Formation session offered by the Catholic Diocese of Richmond. Information regarding these sessions can be found by visiting <http://www.cdrcmfl.org/marriage-preparation/>
4. **In the event that either party has been PREVIOUSLY married, he/she **MUST** consult with the priest **BEFORE** proceeding with plans for remarriage to determine if an **ANNULMENT** is needed. The required church process must be completed **BEFORE** a date can be set for marriage.**
5. Each of you must obtain your own baptismal certificate (**dated within 6 months of booking your wedding**). Catholics must obtain a new re-issue of your baptismal certificates from the church of their baptism. A person baptized in another Christian tradition should obtain his/her certificate or letter giving the complete baptism information. Never send the original baptismal certificate. Copies are fine.
6. You will be asked to have two people who know you well, preferably your parents or other relatives, to fill out a form, (Affidavit of Free Status - found on our website) which states to the best of their knowledge there is no reason why you cannot be married. **These must be witnessed and signed in front of a priest or deacon.**
7. Catholics who seek to celebrate the Sacrament of Marriage are expected to be regular participants in the sacramental life of the church. Where this is not the case, the priest/deacon will explore with the Catholic party his/her relationship with the church and readiness to enter into the marriage covenant.

ECUMENICAL OR INTERFAITH MARRIAGES: This is a marriage between a Catholic and a person baptized in another Christian tradition, a non-baptized person, or a person from another faith tradition.

1. In ecumenical marriages, the priest/deacon discusses with the couple the expectation of the Church that the Catholic party will seek to hand on his/her Catholic faith to any children, providing for their baptism and Christian upbringing.
2. It is strongly recommended by the Church that an ecumenical marriage not be celebrated with a Mass with Holy Communion since church norms do not currently allow for the distribution of Holy Communion to those present who are not Catholic. The Church's RITE of Marriage provides for a beautiful and meaningful service even when the Mass with Holy Communion is not included. The priest/deacon will discuss your options with you.
3. Under special circumstances, the Bishop's permission may be sought for a minister or rabbi to celebrate the marriage in the church or synagogue of the partner who is not Roman Catholic. In such cases, the priest may be present at the Liturgy.
4. When the marriage takes place in the Church of the Roman Catholic, the involvement of the other partner's minister or rabbi is welcomed, in celebrating the Liturgy. When a minister of the other church is involved, the priest will communicate with the minister about preparations.

CELEBRATION OF THE SACRAMENT: The celebration of the Sacrament of Marriage is a sacred occasion. It is here that God's love is made manifest in the commitment you make to each other.

1. The bride and groom are the ministers of the sacrament. You prepare the Liturgy with the Priest/Deacon and the Minister of Liturgy & Music. Various parts of the service (Scripture readings, prayers etc.) are chosen by the couple. You also choose lectors for the Scripture readings. Religious music is chosen which is appropriate to the Scripture readings and the meaning of Christian marriage. Music that can be sung by all present is chosen for those parts of the Liturgy that call for communal singing.
2. The Minister of Music and Liturgy, should be contacted by you 3-5 months before your wedding in order to schedule a date for a Wedding Planning Meeting. At the conclusion of the 50-60 minute meeting, you will receive an Order of the Mass from which you will type your wedding program, a copy of Bible readings from which to choose your readings, and a copy of the Prayers of the Faithful. We promise that it will be FUN! Your wedding program will be proofread before you print it to be certain the content and Order of the Mass are correct. Please bring your programs to the wedding rehearsal for the Cathedral Wedding coordinator. If you have any questions, you may contact Jayne Hushen at jhushen@richmondcathedral.org
3. The instrumentalist and/or cantor that you choose to use must be certified to perform at the Cathedral. There is an additional fee associated with certifying musicians and cantors if they are not already on Cathedral's certified list. A list of certified musicians and cantors can be supplied upon request.
4. A Cathedral-certified Cantor is **required** for each wedding to lead the assembly in those parts of the Liturgy that call for communal singing. The Cantor may also act as a Vocal Soloist, or you may use a Vocal Soloist of your choice. Rehearsals with guest vocal soloists are always held one hour before your wedding. There is an additional fee charged when you use musicians and cantors that were not already certified. Also musicians and cantors that are not Diocesan Employees must complete the Diocese of Richmond's Adult Hold Harmless/Indemnity Agreement.
5. Your wedding may be celebrated on Saturdays at 11:00 AM or 2:00 PM **ONLY**. We do not offer evening weddings. The Cathedral schedule does not allow that option. The weekend schedule of Liturgies begins at 4:00 PM on Saturday and continues through all of Sunday. No weddings may be scheduled during this time. The church must be vacated by 12:30 pm following the 11:00 am wedding and by 3:30 pm following the 2:00 pm wedding. This allows time for post-ceremony photography and clean up. Please notify your photographer in advance of the time constraint.

6. Both of you will enter in the procession. This procession, in order, is: Cross, the Book, the Priest, Groom and Best Man, Groomsmen, Bridesmaids, Maid of Honor, and, lastly, Bride. The Groom does not see the bride in this procession. Other attendants and may include the parents of the bride and groom. At an ecumenical marriage, the assisting minister is included in the procession.
7. The order of service and the procedures to be followed are to be worked out with the priest/deacon who is presiding. He will familiarize you with the liturgical guidelines of the church and invite your participation in helping to fashion a celebration, which respects both the tradition of the church and your own unique needs.
8. Alcoholic beverages of any kind are **FORBIDDEN** on the church premises. This includes the reconciliation room, both sacristies, and restrooms. If these rules are not followed, the wedding cannot take place in the Cathedral of the Sacred Heart.

FACILITY INFORMATION

1. The Cathedral facility includes a waiting room (**not for dressing**) for the bride and her attendants located to the left of the main entrance of the church. **There are NO dressing rooms. Brides must arrive and be in the church already dressed no later than 15 minutes prior to the ceremony.** The church will be available 90 minutes before your wedding. This is the time for placing flowers, taking photos etc. The parish provides a Cathedral Wedding Coordinator who prepares the building and is present to assist at both the rehearsal the night before and the wedding.
2. The placement of flowers cannot interfere with the marriage rite. Flower arrangements may be placed in two locations, either in front of or to the left of the pulpit or near the Paschal Candle at the main entrance. Pew markers are also acceptable. Flowers must be brought to the Cathedral ready to be placed. There is no room for the arranging of flowers.
3. Photographers and videographers are welcome at the wedding and may take additional pictures before or after the wedding if the church schedule permits. All photographers and videographers are expected to observe those generally accepted professional standards which assure that the religious nature of the celebration is respected. It is a sacred occasion. To preserve the dignity of the sacrament, guests are asked to refrain from photography during the celebration. Failure to adhere to these rules may result in a photographer or videographer being banned from any future weddings. The Cathedral Wedding Coordinator can answer any questions and give any directions. **She has the final word.**
4. For both aesthetic and **safety** reasons, the Cathedral does **not** allow dropping or throwing of flower petals, bird seed, rice, confetti, bubbles or any other item inside OR outside the Cathedral building or on our plaza. The use of a runner is also prohibited.
5. The Priest/Deacon or the Cathedral Wedding Coordinator directs the wedding rehearsal. The rehearsal date and time is set when the wedding is placed on the calendar. The Cathedral allows one full hour for the rehearsal. **Please be on time** as there may be a rehearsal scheduled immediately after yours. Please have all individuals chosen and made aware of their roles **before** coming to rehearsal. This can save valuable time. Please make copies of the readings available to your lectors before hand so they can practice and feel comfortable with them. Please bring copies of your Wedding Program to the rehearsal.
6. Flowers from the wedding may be taken by the couple or left in the church for use in the weekend liturgies. After the wedding all supplies (ribbons on pews, flower boxes, vases, worship bulletins, etc) **are to be removed** from the church by the wedding party or someone designated by the couple. The Cathedral Wedding Coordinator will assist with this process.

CIVIL REQUIREMENTS OF THE COMMONWEALTH OF VIRGINIA:

1. The marriage license must be obtained from the clerk of the circuit court of the county or city where the man or woman resides if either one is from the state. The marriage may then take place anywhere in the state. If both parties are from out of the state, the license can be obtained from any Virginia clerk authorized to issue a marriage license. The officiating priest or deacon **WILL NOT** celebrate the marriage without the license in his possession.
2. Marriage licenses are not granted to parties under 18 without parental consent. With parent consent, both parties must be 16 years old.
3. Officiating priests from out-of-state must be registered with the Clerk of a Circuit Court in the Commonwealth of Virginia in order to be able to preside at a wedding here. Contact any circuit court in Virginia for further information.

Fees to be paid directly to the Cathedral and **made payable to the Cathedral of the Sacred Heart**

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| 1. Church Facility
(Due in full when the wedding date is booked.) | \$1,200.00 |
| If applicable: | |
| 2. Additional fee to use musicians/cantors not already on certified list) | \$150.00 |
| 3. Certification Fee for cantors/musicians (if not already certified) | \$200.00 |

FEES: ALL checks must be made out separately.

FINAL FEES

These fees are due **3-4 weeks before** the wedding date. A reminder will be sent out with information on how to make out the checks about a month before.

Minister of Liturgy and Music - made payable to The Cathedral	\$300.00
Cantor	\$250.00
Wedding Coordinator	\$200.00

An offering to the priest/deacon is at the discretion of the couple. A suggested offering for all other priests/deacons is \$200.

- If the couple obtains a priest/deacon not listed above to officiate the wedding, the \$200 fee becomes a *required* fee and must be paid directly to the priest **before** the wedding date.

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| 2. Cantor, Organist/Pianists, other musicians | Fees Vary |
| a. Make arrangements with your cantor and/or musicians and pay directly | |

Cathedral Wedding Coordinator \$200.00

- Required for all weddings celebrated at Cathedral**
- She will make certain the Cathedral is ready for your use and conduct your rehearsal and assist you on the day of your wedding. **If you hire a wedding planner, their participation in your plannings DOES NOT include the sacred ceremony at the Cathedral.**

Cathedral of the Sacred Heart • 800 S Cathedral Place • Richmond, VA 23220 | 804-359-5651

Please sign indicating that you have read and understand the Guidelines and all the fee information.

Bride/Groom _____ Date _____