



Dear Engaged Couple,

Congratulations on your upcoming wedding! We are grateful to celebrate with you and happy to provide music befitting this joyous occasion.

The Marriage Rite is a Sacrament of the Church. As such, music is an integral part of this Rite. The practice of the cathedral is for all sacred music selections be truly religious and appropriate to the liturgical celebration. *Only sacred texts set to artistically-sound music will serve to enhance the liturgical action.*

Sacred music is sung prayer—music that has been created in petition and thanks to God. Music from or influenced by the stage, screen, or popular culture may be appealing, but fall short of uplifting the liturgy to a level appropriate for Holy Matrimony and should be reserved for such events as the reception.

As the Mother Church for the Diocese and the seat of the Bishop, liturgies offered at the cathedral are modeled with excellence to the glory of God and the sanctification and edification of the faithful. Therefore, *all music conforms to the local custom of the Cathedral of the Sacred Heart* and is taken from the treasury of sacred repertoire. We uphold the most traditional guidelines of musical, liturgical, and pastoral judgment of the Roman Catholic Church.

Music and musicians for all liturgical celebrations at the Cathedral of the Sacred Heart are provided exclusively by the cathedral's professional music staff. Please reserve final decisions regarding music at your wedding until you have met with the cathedral Director of Music and Liturgy Daniel Sañez to discuss your music options. You can begin this process by writing to him at your earliest convenience at dsanez@richmondcathedral.org. Please plan your meeting to be exclusively between *yourselves* (*only* bride and groom should be present) and Daniel. Likewise, he will most assuredly give you both his undivided attention.

We hope that the music at the Cathedral of the Sacred Heart will add to the grace, beauty, and solemnity of your wedding liturgy. God bless you and God speed you on your journey toward Holy Matrimony.

Thank you for your kind attention.

A handwritten signature in blue ink that reads "Msgr. Patrick Golden". The signature is written in a cursive style.

Monsignor Patrick D. Golden, *Rector of the Cathedral*

AFTER YOU'VE BOOKED YOUR WEDDING DATE:

FIRST STEP: Secure your wedding date by submitting the wedding application, signed back page of the wedding guidelines, and the check for the church fee to the Parish Office. Your date is then reserved and goes on our calendar.

SECOND STEP: Please select a priest or deacon and let the Cathedral office (Ian Richardson) know. Make an appointment with your chosen priest or deacon to complete the Prenuptial Inventory.

Needed Paperwork:

Prenuptial Inventory:

This will be done during the initial visit with your priest or deacon, and will take about 20 minutes. Do this **as soon as possible** after you've booked the wedding date.

Baptismal certificates:

For Catholics: Call the church where you were baptized. Tell them you are getting married and need a recent issue of your baptismal certificate **WITH NOTATIONS**. *Original certificates or copies of originals will not be accepted.* To save time, have them send it directly to Cathedral's Parish Office. This copy should be dated within **6 months** of your wedding.

For Non-Catholics: A copy of your baptismal certificate will suffice. Send it to the Cathedral Parish Office.

Dispensation:

For those Non-Catholics or Unbaptized: If one of you is **NOT Catholic**, or **NOT baptized**, you will need to get a dispensation from the Diocese. Your priest or deacon will help with this process. Mention this to the priest or deacon at your **initial meeting** with him. He will then fill out an application for the dispensation with you both present. If both of you are Catholic, a dispensation is not needed.

Affidavits:

We need **FOUR total**. Two from each of you. You can ask your parents, grandparents, family members—anyone who has known you most of your life. Fill them out, get them **witnessed and signed in front of a priest**, and then send them to the Cathedral office. Copies of the affidavits can be found on our website under the wedding tab. (Affidavit of Free Status)

Marriage Formation Class:

You must attend a Marriage Formation Class. The Cathedral does not offer these classes, but more information can be found on our website under the wedding tab. There is a brochure for each of the classes offered. Pick one and schedule a time. **Sign up early:** classes are not always offered every weekend in Richmond. Once you have finished, send a copy of the Certificate of Completion to the Parish Office.

FOCCUS Questionnaire: Once you complete the Marriage Formation class and deliver a copy of the Certificate of Completion to the Parish Office, you will be signed up for the FOCCUS Questionnaire. This is an online questionnaire you can take anytime. The results will be sent to your priest, and he will call you to go over the results.

Couple _____ Wedding Date _____ Rehearsal Date _____

WEDDING PAPERWORK CHECKLIST

The following is a list of the paperwork that is needed before the wedding. Not everything is needed. I have marked what you need. **COMPLETED PAPERWORK IS DUE ONE MONTH BEFORE THE WEDDING.**

IMPORTANT: As soon as you know who will preside over your ceremony, let Ian Richardson know ASAP.

- Baptismal Certificates from both bride and groom, dated within 6 months of booking wedding.**
If one of you have not been baptized or can't find proof of baptism, or are a Non-Catholic, you must obtain a Dispensation. (see below)
- 2 Affidavits each from both the bride and groom (total of 4)** filled out by a parent or other family member who have known you the longest. It must be signed and witnessed by a priest or deacon.
- Application for Dispensation/Permission**
This is a document to petition for a dispensation or permission for a Catholic person to marry a **non-Catholic**. It includes the declaration and promise required of the Catholic party. This is to be discussed and completed with a Catholic priest or deacon.
- Pre-nuptial Investigation**
This is done with your priest or deacon when you first meet with him.
- Marriage Formation Classes** followed by FOCCUS. Let Ian Richardson (irichardson@richmondcathedral.org) know when you've completed the Marriage Formation and he will sign you up for the FOCCUS online questionnaire. Visit www.regonline.com/richmondmarriageprep.
- Marriage Certificate - Your responsibility.** After the wedding, the priest/deacon will sign it and mail it in for you. Information to help you can be found on our website under Weddings. **We will need a photocopy of your marriage license for the info therein needed to fill in our Sacramental Records and the address where you will be living after the wedding so that we can mail the certificates to you.**
- Balance of fees due 4 weeks prior to wedding.**
These can be consolidated into one check (\$1000)

| | |
|---------------------|-------|
| Music Minister | \$400 |
| Cantor | \$300 |
| Wedding Coordinator | \$300 |
- Please bring **ALL your Wedding Programs** to the rehearsal.



AFFIDAVIT REGARDING THE FREE STATUS OF BRIDE OR GROOM
CATHOLIC DIOCESE OF RICHMOND

Witness for _____ who wishes to marry _____

OATH:

1. Your full name _____
First Middle Last

2. Are you related to the above mentioned party? Yes No If yes, how are you related? _____

3. How long have you known him/her? _____

4. As far as you know or have heard, has he/she ever been married at any time in his/her life? Yes No

If so, (a) how many times? _____ (b) name of spouse? _____

(c) place of marriage? _____ (d) Approximate date? _____

(e) before whom? (priest, minister, Justice of the Peace, etc.) _____

5. As far as you know, do both parties intend to enter a permanent marriage, lasting until death? Yes No

6. As far as you know, do both the father and mother (guardian) of the party approve of this marriage? Yes No
(if not, please state their objections on the reverse side.)

7. Do you know of any reason why this couple should not get married? Yes No If so, please explain _____

Visum est: _____
Cancellarius

Signature of witnesses

Date, place: _____

(Seal of Chancery)

Signature of Priest

Date

Parish (seal)

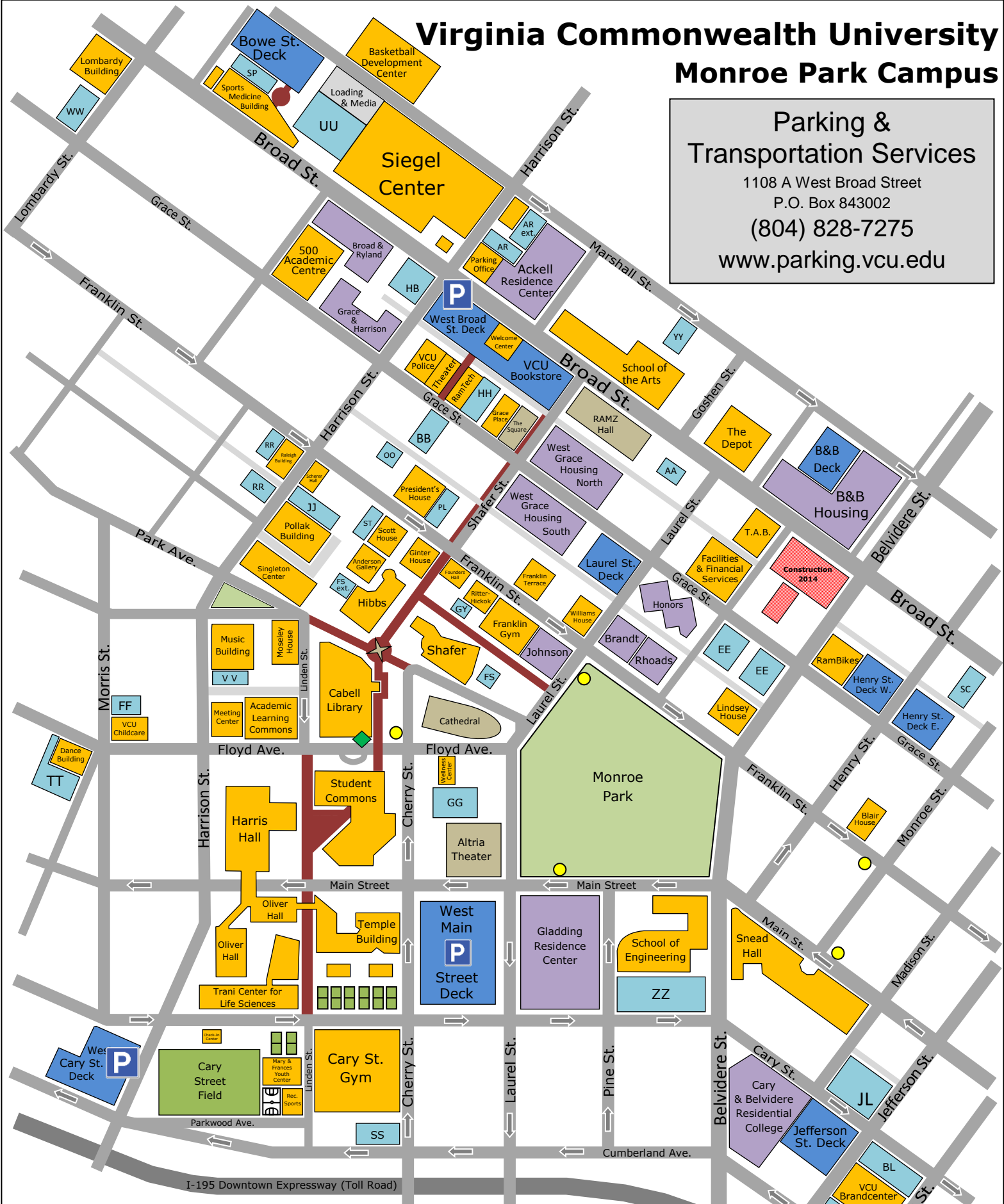
City State Zip

Return completed from to: _____ Church: Cathedral of the Sacred Heart

Address: Cathedral of the Sacred Heart
823 Cathedral Place Richmond,
Virginia 23220-4764

Virginia Commonwealth University Monroe Park Campus

Parking & Transportation Services
 1108 A West Broad Street
 P.O. Box 843002
 (804) 828-7275
www.parking.vcu.edu



Map Legend

| | | | | | | | |
|--|-------------------|--|-----------------|--|------------------|--|----------------|
| | VCU Parking Decks | | VCU Buildings | | Campus Connector | | Public Parking |
| | VCU Parking Lots | | Residence Halls | | Mobility Hub | | North |

Directions to
The Cathedral of the Sacred Heart
18 N. Laurel St. | Richmond, VA 23220

From the North: Follow Interstate 95 south to Richmond. Take exit 76B: Belvidere Street. Turn left onto Leigh Street. Turn right onto Belvidere Street. Follow Belvidere to Main Street. Turn right onto Main Street. Turn right onto Laurel Street. Follow one block to the Cathedral (on the left.)

From the South: Follow Interstate 95 north to Richmond. Take exit 74A onto I-95 (Down-town Expressway). Take 2nd exit to Belvidere Street. Follow Cumberland Street for 3 blocks and turn right onto Cherry Street. Follow Cherry Street to Cathedral Place and turn right. The Cathedral is on the left.

From the East: Follow Interstate 64 west to Richmond. Take exit 190 for 5th Street and Downtown/Coliseum. Follow 5th Street to Main Street and turn right. Follow Main Street to Laurel Street. Turn right on Laurel Street. Follow Laurel one block to the Cathedral.

From the West: Follow Interstate 64 to Richmond. Repeat directions from the north.

Parking: On the streets around the Cathedral, or there is a parking garage on the corners of Main St. & Laurel. This parking deck is only two blocks from the Cathedral.

WEDDING REHEARSAL CHECKLIST

(For your convenience)

It is important that you, and all involved in your wedding, arrive **EARLY** for the rehearsal. Arriving a few minutes ahead of the scheduled time is helpful. **Parking can be an issue.** Remember that you are commuting to a downtown church adjacent to a university, in most instances, during rush hour traffic. Please be sure that everyone **ALLOWS AMPLE TIME.** Your rehearsal will begin on time and last precisely one hour, as there may be a rehearsal before or after yours.

WHAT TO DECIDE in preparation for your rehearsal:

- Please decide which mothers/grandmothers/stepmothers are to be formally seated. The total count is important for the wedding coordinator.
- Decide which groomsmen will seat the mothers/grandmothers/stepmothers. Please inform them of this arrangement, as it will be rehearsed.
- Most likely you have already selected THREE readers. If not, now is the time to do so.
- Decide who will carry the crucifix in the procession. (Can be one of the readers, or someone else.)
- Decide who will carry the Book of the Gospels in the procession. (it can be one of the readers or someone else.)
- For Mass only:
 - Decide who will carry the Gifts. This is usually TWO people; may be one. (it can be the same people serving as Eucharistic ministers or someone else.)
 - Decide who will be Eucharistic Ministers. This should be TWO people that are accustomed to being chalice ministers. (it can be the same people who carry the Gifts or someone else.)

WHO SHOULD ATTEND the rehearsal:

- Bride and Groom
- Both sets of parents/step-parents
- Grandmothers—if they are being formally seated (and are able)
- ENTIRE wedding party, including flower girls and ring bearers, if you have them
- All **three** readers
- Cross bearer
- Book bearer

For weddings WITH Communion:

- Gifts bearers
- Eucharistic Ministers

WHAT TO BRING to the rehearsal:

- PROGRAMS—bring ALL your programs (one goes to the church office with the paperwork)
- For weddings that celebrate additional ethnic traditions (that have been pre-planned with your presider and the Director of Music), please bring the items needed for your customs.
- Your completed paperwork and the **civil marriage license along with a xerox copy for the office.**

Thank you! We look forward to your rehearsal and a most happy celebration of your wedding!

Your Cathedral Wedding Coordinators