

## **WEDDING GUIDELINES**

**St. Peter Catholic Church**

**55 Jefferson Street**

**Monument, CO 80132**

**481-3511**

Pastor: Reverend Father Gregory Golyzniak  
Liturgist: April Charlton  
Music Director: Jolita Frank

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These *Wedding Guidelines* are an important tool for you to use as you plan your ceremony. We want your wedding at St. Peter to be a special one, filled with the grace of God as you begin your new life together. You are receiving a sacrament, a special gift from God, in which the two of you are joined together in Christ. In marriage, you, as a Christian woman and man will be joined in a grace-giving, lifelong union that is to be lived in such a way as to mirror Christ's love for the Church, and to show that love to the rest of humankind.

**Read these *Guidelines* carefully!** They are born of the experience of many weddings at St. Peter over the years. They are detailed and to the point: this is to eliminate any confusion and stress as you begin to plan your ceremony. ***It is your responsibility to make sure that you understand them and follow them.*** Bridal books and /or wedding planners may be helpful for the planning of your wedding, but they do not contain the norms of the Church. If you have any questions, contact us as soon as possible.

### **REQUIREMENTS**

1. Contact St. Peter at least 12 months in advance. Do this ***before*** booking a reception hall and ordering invitations.
2. A dispensation (written permission from the diocese) is required if a Catholic is planning to marry a non-Catholic in another church. The priest or deacon witnessing the marriage must apply for the forms and will help you fill them out. Please talk with Father about this as soon as possible.
3. Previous marriages and annulments must be discussed with the priest and you must provide him with the proper documentation.
4. If you belong to the Diocese of Colorado Springs, you must complete the following steps:
  - a. Meet with the pastor and complete the MA forms
  - b. Complete the FOCCUS Inventory
  - c. Attend FOCCUS meetings with marriage preparation couple
  - d. Complete an approved Marriage Preparation class
  - e. Complete a Natural Family Planning class
  - f. Provide baptism certificates, **dated within 6 months of the marriage**

- g. Have family members complete the Freedom to Marry forms in the presence of a priest or deacon
  - h. Obtain any necessary dispensation forms
5. If you are completing your marriage preparation through another diocese, you must have all paperwork completed *at least* 10 weeks prior to your marriage date so that it can be sent to your chancery office, approved and sent to the chancery office of the Diocese of Colorado Springs.
  6. Attendance at an Engaged Encounter Retreat is strongly recommended, but optional.

## **THE CEREMONY**

The ordinary location for the Wedding Ceremony is the Parish Church of the Bride or the Groom. If you choose to be married at a site outside of a church, the Bishop will not permit a priest to preside at your wedding ceremony. The Wedding Ceremony will take place either within a Mass or within the Liturgy of the Word. The Liturgy of the Word is generally celebrated in place of the Mass if one of the couple is not Catholic. Specific guidelines for the ceremony will be given to you. Following are general guidelines for the ceremony.

1. The Wedding ceremony can be held any day and time with the following exceptions: Sundays, Holy Days of Obligation, Holy Week, Holidays and when there are other regularly scheduled services. No weddings will be celebrated after 2:00 p.m. on Saturdays.
2. Special permission needs to be obtained from the pastor if you wish to have another priest or deacon marry you at St. Peter. A priest or deacon from outside the Diocese of Colorado Springs who is invited to celebrate the marriage must obtain a letter of Good Standing from his Bishop and have it sent to St. Peter Church before he will be allowed to officiate at the wedding.
3. Special arrangements need to be made if you want clergy from a different church to be present at the wedding ceremony. Special requests like this need to be made in writing 6 months before the ceremony.
4. The musician(s) must be from St. Peter, unless you receive special permission from our Music Director. This request should be made in writing.
5. For vocals, you must have a trained cantor from St. Peter, unless you have special permission from our Music Director. This request should be made in writing.
6. To maintain the dignity proper to the wedding liturgy, flower girls and ring bearers should be old enough to walk down the aisle unaided. Pillows should be appropriate to the ceremony; i.e. simple and preferably white or the color of the bridesmaid dress. It is not appropriate for the flower girl and/or ring bearer to hand anything to the guests on the way down the aisle or to drop flower petals, etc.
7. The readings, prayers, and blessings for the ceremony should be chosen by the bride and groom together after much reflection and discussion. This is an opportunity to share your deepest values with each other. These selections should be completed no later than 1 month before your wedding date. If you would like help with the selection, please call and April or one of the priests would be happy to assist you.

8. The final, most important spiritual preparation for your wedding is the Sacrament of Reconciliation. If you are Catholic, we encourage you to receive this sacrament before your marriage.
9. The church is opened 2 hours before the ceremony and one hour after the ceremony. If you have a Saturday afternoon wedding, everything must be cleared from the church by 3:30 p.m.

### **THE REHEARSAL**

1. The wedding rehearsal is usually held the day before the wedding.
2. The Wedding Coordinator conducts the rehearsal. Unless special arrangements are made, the priest and musicians do not attend.
3. The rehearsal lasts approximately 1 hour. You are responsible for having everyone there on time. Please be considerate of our wedding coordinator's time.
4. Please ensure that everyone maintains decorum that is befitting of the church.
5. Lectors should be prepared to rehearse their readings at the rehearsal.
6. You *must* bring the marriage license to the rehearsal and give it to the Wedding Coordinator.  
**The ceremony cannot be performed without the license.**

**DECORATIONS**- We realize that the choice of decorations is very important to you. Please remember that you are the primary symbol of the wedding, and decorations should not take the focus away from you. Simplicity is the key to elegance.

1. Flowers, garlands and other decorations are not permitted on the altar.
2. Floral arrangements can be placed at the base of the altar and on the steps of the sanctuary. Flowers and other decorations should not inhibit the movements required of the presider, the wedding couple, the ministers, and the attendants or guests.
3. A table is available for the guest book and gifts. Decorating the table is your responsibility.
4. No tape of any kind may be used on the pews.
5. Aisle runners are not allowed.
6. You may decorate the church the evening before the ceremony if there is no interference with other services or functions.
7. Per diocesan regulations on safety, throwing birdseed, rice, confetti, flowers, flower petals or anything else is not allowed.
8. You are responsible for removing all decorations and restoring the environment to its proper order immediately after the ceremony. If the ceremony is on Saturday afternoon, all decorations must be removed by 3:30 p.m.

### **PHOTOGRAPHY**

Photographers and videographers are welcome under the following conditions:

1. They cannot distract or disrupt the ceremony in any way.
2. They are not allowed on the top step of the sanctuary or behind the celebrant during any part of the ceremony.

- Flash photography by those attending your wedding is welcome as long as those taking the pictures follow the guidelines and do not stand in the aisles.

### **FEES**

There is never a fee for priest or deacon who is witnessing the sacrament of marriage, but an offering is customarily given. There is a fee for the use of the church. This fee helps cover the maintenance expenses associated with the wedding ceremony, as well as the wedding coordinator's time, both over the months you are preparing for your wedding and the rehearsal and wedding days.

We do not accept credit cards. A check for the fee for the church is required to reserve the church on your chosen date. The offering to the priest and the checks for the musician fees should be written separately to the individuals witnessing and providing music at your wedding. Please bring these payments on the day of the rehearsal.

<b>Gratuitous Offering to the priest</b>	\$75 (usual, but optional offering)
<b>Church Fee for Registered Parishioners</b>	\$250
<b>Church Fee for all others</b>	\$500
<b>Accompanist/Planner for Music</b>	\$200
<b>Cantor</b>	\$150

### **SPECIAL REQUESTS**

Special requests that you have for your wedding ceremony that are not covered in these *Guidelines* need to be made in writing 4 months prior to your scheduled date. Give them to the Wedding Coordinator, who is responsible for seeing that you receive a timely response.

## Consent to Terms

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This form must be signed and returned to the Wedding Coordinator before the church will be reserved for your wedding.

**We have read the *Wedding Guidelines* and will abide by the terms identified therein.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## WEDDING CHECKLIST

### 12 months before the wedding:

- Meet with the priest
- Complete the Marriage Record form
- Clear the date with the Wedding Coordinator
- Meet with the Wedding Coordinator
- Make plans to attend Marriage Preparation courses
- Make plans to attend an Engaged Encounter
- Make plans to attend Natural Family Planning Class
- Pay the church fees
- Return the signed Consent to Terms form

### 6 months before the wedding:

- If applicable, complete paperwork for dispensation
- If applicable, have your home parish complete Exit Permission paperwork
- If applicable, make sure paperwork for annulments is completed
- Have the parish where you were baptized send St. Peter a recent copy of your baptism certificate. We need copies for both the bride and the groom even if one is not Catholic
- Make arrangements for a relative of the bride and of the groom to meet with priest to complete the Freedom to Marry paperwork

### 4 months before the wedding:

- Put any special requests for the wedding ceremony and writing and give them to the Wedding Coordinator

### 3 months before the wedding:

- Contract with the musicians

### 1 month before the wedding:

- Pay all applicable offerings and fees
- Turn in Engaged Encounter certificate, NFP certificate and Marriage Prep class certificate
- Turn in FOCCUS paperwork
- Verify that Permission to Marry forms have been completed by a relative of both the bride and groom
- Verify that applicable Exit Permission paperwork is completed
- Turn in the *Together for Life* Selection Form for the readings, prayers and blessings to be used at the ceremony
- Get your license
- Make sure everyone knows the time for your rehearsal

### 1 week before the wedding:

- Receive the sacrament of reconciliation

### At the rehearsal:

- **Make sure everyone shows up on time**
- Give your license to the Wedding Coordinator
- Bring your checks for the priest or deacon, the accompanist, and the cantor
- Bring anything else you would like the church to keep overnight