

Wedding Guidelines



ST. PETER IN CHAINS CATHEDRAL WEDDING GUIDELINES

*A Message to Engaged Couples
Planning a Wedding at the Cathedral*

Congratulations on your decision to marry! It was not a decision entered into without a great deal of thought and, hopefully, not without prayer.

Now that you have decided to marry, you will undoubtedly be putting a great deal more time and effort (and again, hopefully, prayer) into planning and preparing for the wedding ceremony. Since you are planning to make the cathedral the place for the celebration of your wedding, everyone at St. Peter in Chains would like to be as helpful as possible. That is the purpose of this booklet.

Because we schedule many more weddings here at the cathedral than the typical parish church, we have found that it is helpful for everyone concerned – you, your families and guests, if we put our expectations in written form. It is our experience that everything will go much more smoothly, both in preparation and in the ceremony itself, if everyone knows what is expected of them and adheres to those expectations.

Please understand that because of the number of weddings taking place at the cathedral, we cannot begin making exceptions to the policies we have established. Additionally, we have the responsibility of assuring that weddings celebrated at the cathedral adhere to liturgical standards. In choosing the cathedral as the place for the celebration of your wedding you also choose to abide by the policies governing the use of the facility.

The information in this booklet is designed to help you with your wedding ceremony. If there are any additional questions, please call the parish office at (513) 421 – 5354.

*St. Peter in Chains Cathedral
8th and Plum Streets
Cincinnati, Ohio*

Rev. Barry M. Windholtz

Confirming the Date

The Wedding Date you have cleared with the Cathedral Secretary is ONLY TENTATIVE. We will hold that date for you for (1) one month during which time **you (prospective bride and groom) must have the priest or deacon who is marrying you return the signed contract to the Cathedral Pastor, Fr. Barry M. Windholtz, confirming his intentions to complete all marriage preparation and send the necessary paperwork to the cathedral, including the marriage license, make himself available for the rehearsal as scheduled and be the celebrant at the wedding on the date and at the assigned time.** The date will be held indefinitely for you after payment of a non-refundable \$250.00 deposit, the signed and dated "Wedding Guidelines Agreement", and the letter from your priest or deacon is forwarded to the Cathedral Secretary. That commitment is made only when the priest officiating at the ceremony has completed the marriage preparation with you and is satisfied that you are adequately prepared for the lifetime commitment implied in Christian marriage.

If you have not forwarded the deposit and agreement and had your priest or deacon mail their letter of confirmation within the allotted 30-day time period, the tentative hold on the date you selected will be dropped and that date will become available to anyone else who might request it.

If after requesting that we hold a date for your wedding, you should no longer intend to follow through on your plans, please inform the Cathedral Secretary so that date can be made available to someone else.

Wedding Times

Because of other regularly scheduled services at the cathedral, weddings can only be scheduled at certain times. Those times are: Friday evenings at 7:00pm or on Saturdays at 10:00am, 1:30pm or 6:30pm. Weddings are not scheduled on Sundays, holidays or during Holy Week.

Officiating Priest

The priests who staff the cathedral are unable to accommodate requests to celebrate the weddings of those who are not parishioners of the cathedral. The proper priest for doing so is your pastor (of either the Bride or the Groom). You are also free to invite any other priest who is in good standing with his Bishop to officiate. We cannot confirm a wedding date with you unless you have a commitment from a priest who agreed to accept the responsibility for the wedding. That priest is responsible for all pre-nuptial preparations, the rehearsal and the wedding itself. He is responsible, of course, for seeing that all Archdiocesan Norms, Liturgical Norms and Cathedral Policies are followed. **A letter and contract from the cathedral will be sent to that priest to insure that he is clear about his responsibilities once your wedding date has been confirmed.**

Music

Music is an important element of all weddings celebrated at the cathedral. Its purpose is to both enhance the ceremony and to engage the congregation in participation.

Guidelines for music at weddings have been established by the Archdiocese of Cincinnati and are strictly adhered to for weddings in the cathedral. The guidelines are printed as an appendix to this booklet. **Choosing wedding music however, is to be done only in consultation with the cathedral's organist. Couples are advised not to hire singers or instrumentalists until after meeting with the organist.**

The Cathedral Music Director or his staff assistant will be in charge of the music for your wedding. Outside organists are not permitted. In addition to a cathedral organist, a professional cantor is provided for all weddings. The role of the cantor is to lead and assist the assembly in singing. Additional singers may be utilized only with the agreement of the cathedral's organist and never instead of the cathedral's cantor. No contact with such persons should be made before discussion with the cathedral's organist and obtaining his agreement to their involvement. This possibility can be discussed with the cathedral's organist at the time of the consultation.

The Bride and Groom are expected to meet with the cathedral's organist three (3) months prior to the wedding, to plan the music that will be used at the wedding. The couple should make the contact with the cathedral's organist to set up a consultation meeting, but only after the wedding date has been confirmed. [See page 8 for contact information].

The compensation for the consultation with the organist, for the organist's fee for playing the wedding and the services of the professional cantor are all included in the fee for the use of the cathedral for the wedding. If additional rehearsal time beyond one hour prior to the wedding is necessary because of additional singers and/or instrumentalists, an additional fee will be negotiated by the organist and couple. Payment for additional singers or instrumentalists is, of course, an additional cost that is the responsibility of the couple, made directly with those individuals.

Preparations

The Archdiocese of Cincinnati requires that arrangements for a wedding be made at least (6) six months prior to the date of the ceremony. This is an important time for both of you. Our concern during this time is not just the wedding ceremony, but that you are prepared as well as possible for your life together as a married couple.

The requirement for marriage preparation are the following:

1. Participation in either the Archdiocesan Pre-Cana or the Engaged Encounter program. Some information on these will be given to you when you meet with the Pastor of the Cathedral; additional information may be obtained from the Family Life Office (513) 421-3131.
2. A series of sessions with the priest who will

officiate at the wedding. This will include the use of a professional evaluation tool designed to point out strengths and weaknesses in your relationship, and the gathering of the documents required by Church Law. It is best to complete all requirements well before the wedding date. **All preparation work must be completed at least (1) one month before the wedding and the priest celebrant must have sent all materials to the Cathedral Office by that date.** If a priest from the cathedral staff will be the celebrant, contact him at least (6) six months prior to the wedding to begin these preparations.

Documents To Be Collected By Your Priest Or Deacon

1. Pre-Cana certificate or equivalent from Engaged Encounter.
2. Baptismal Certificates for both parties whether Catholic or Protestant. (A baptismal certificate, with notations, of the Catholic Party must be a recently issued one, not more than (6) months old.) If one party is not baptized, the proper dispensation is to be obtained from the local ordinary.
3. For the Non-Catholic Party, a statement from their parent(s) that they have never been married before must be included in the paperwork.
4. Letter from the Pastor of each Catholic Party giving permission for the wedding to take place at the cathedral.
5. If either party was previously married, documents must be submitted which prove the person is free to marry in the Catholic Church. If widowed, a death certificate of the deceased spouse is needed. If divorced, a copy of the Declaration of Nullity from the Church Tribunal must be submitted (this is not a Civil Divorce Decree). No wedding can be scheduled until the annulment process is completed.
6. A Civil Marriage License. The priest must have the license before performing the ceremony. At the latest, the license must be brought to the rehearsal.

Photographs

To help us maintain the dignity and solemnity of your wedding, we ask that you inform your photographer of some minimal restrictions:

1. Flash or extra lighting is not permitted during the ceremony; photographers must use the available light.
2. Pictures may not be taken from the head of the aisle, (i.e. the photographer must not position him/herself between the priest and the participants in the wedding party as they come up the aisle.)
3. The photographer must not enter the sanctuary at any time during the ceremony.
4. Pictures may not be taken of the musicians.

The cathedral retains the right to restrict photographers found not to be observing these guidelines at previous weddings. Posed pictures after the ceremony have become a standard part of weddings. Because of the cathedral's schedule, the time allotted for these pictures is limited. The amount of time available will depend upon the hour you have chosen for your wedding. **Pictures after a 10:00am wedding must be completed by 11:20am at the latest; after a 1:30pm wedding by 3:00pm; after a 6:30pm wedding by 8:00pm.** Arrangements for some pictures to be taken prior to the ceremony can sometimes be made, depending upon the cathedral's schedule for the day. There is no room available for the photographer to use as a studio. All pictures are taken in the church itself.

Please note: It is usually best not to plan a receiving line after the Ceremony. This will severely limit the time for pictures.

Videotaping of Weddings

Videotaping is permitted only if the following guidelines are observed:

1. All restrictions for still photographers must be followed.
2. No equipment may be installed more than (1) one hour prior to the wedding and all equipment must be removed immediately after the wedding.
3. No cables or electric cords may be used that will cross aisles or areas where people will walk.
4. No additional lighting may be used.
5. Movement of cameras and video taping devices must be held to a minimum.

Starting Time Must Be Respected

All weddings are expected to start at the announced time. Ushers are to stop seating guests (5) five minutes before the ceremony is scheduled to begin so that parents can be seated and everyone in the wedding party will be ready to begin on time. After seating has ceased, guests are to seat themselves by means of the side aisles. (Note: Any delay in starting will lessen the amount of time for pictures afterwards.)

Flowers and Decorations

Flowers for the wedding are the responsibility of the couple. They should be arranged in such a way that they will enhance the liturgical celebration and not detract from it. Remember that the action of the ceremony is the most important thing. Keep in mind that the cathedral sanctuary is a large space. To be effective, flower arrangements must be fairly large. One large arrangement in front of the altar is often more effective than several smaller ones elsewhere.

The altar is 40” tall, 10’ long and 48” wide. Be sure the florist is familiar with the space.

Flowers may not be placed on the altar itself. Artificial flowers are not permitted.

Flowers used for weddings may be left at the cathedral, and are in fact welcomed.

Aisle candles are not permitted and aisle decorations **MUST** be approved by the sacristan. The cathedral provides a limited number of ribbons, traditionally used on the pews to reserve seats for the bridal party and family members, which will be placed for you prior to your wedding.

Any extra candles for use in the sanctuary must be provided by the cathedral; again, no exceptions are allowed. There is an additional rental fee for the use of the extra candelabra. If you wish to use these please notify the Cathedral Secretary.

In planning decorations for the ceremony, it is important to consider seasonal items, which may already be a part of the cathedral décor. Cathedral seasonal decorations are not removed for weddings.

Marian Devotions

The custom of taking a flower or bouquet in tribute to the Blessed Virgin Mary, although commonly included in wedding ceremonies, is not part of the marriage ritual. This custom is not very effective at the cathedral since the shrine of the Blessed Mother is in the adjacent Blessed Sacrament Chapel and the people in the body of the cathedral cannot see what is happening there. Unless this devotion has special importance to you, it is probably better to exclude it.

Scheduling Your Rehearsal

The earliest that the rehearsal can be scheduled is (5) five months prior to the wedding date. Please call the cathedral office after that time to make arrangements for the day and time of the rehearsal.

Rehearsals are scheduled at either 6:00pm or 6:45pm.

Please Note: After 6:00pm all doors into the cathedral are locked.

Everyone coming to the rehearsal must come to the handicap accessible elevator on the south side of the building to gain entrance. Please see that everyone is alerted to that fact. Please insist that they be on time. Otherwise they may not be able to get in.

It must be understood that other events could be scheduled at the cathedral on the eve of your wedding. This may mean that we will not be able to schedule the rehearsal at the most convenient time for you, or that the day and time of the rehearsal may have to be changed should another ceremony be scheduled at that time.

Liturgical Ministers

The cathedral does not supply liturgical ministers for weddings (i.e. it does not assign servers, lectors, communion distributors, etc.). One of the Cathedral Sacristans will be on hand for the wedding to insure that all the “behind the scenes” details are taken care of, but if you want servers, lectors, communion distributors, etc. it is up to you to provide such individuals. If you intend to do so, please be sure the individuals you select have been trained and have some experience in the ministry. The only essential minister is the priest (or a deacon if there is no Mass). It is better not to have other ministers, servers, lectors, communion distributors, etc. than to have people attempt these ministries who do not know how to do so.

On the Wedding Day

The wedding party must be on time. The Groom and Ushers should arrive at least (30) thirty minutes prior to the wedding. The Bride and Bridesmaids should arrive at least (10) ten minutes before. Ushers should stop seating guest (5) five minutes prior to the starting time. It is only common courtesy to your guests that the wedding begins on time. It is also important to the cathedral’s schedule and employees that it do so. If a wedding is late in starting, there may be little time for picture taking after the ceremony. On Friday evening, the cathedral will close at 8:30pm and on Saturday at 8:00pm.

Miscellaneous Items

Because of the many weddings at the cathedral, we have one standard sanctuary arrangement for all weddings. This allows for two chairs (and kneelers if the wedding includes the Eucharist) for the Bride and Groom. Wedding attendants are seated in the first pews in the body of the church. The wedding couple should not be at the altar during the Eucharistic Prayer.

There are no facilities at the cathedral for the wedding party to dress before the ceremony.

Throwing of rice, confetti or birdseed is strictly prohibited. They create a safety hazard as well as a maintenance problem.

The tradition of an aisle runner was developed to protect a bride’s gown when church floors were often dirty. That is hardly the case at the cathedral. An aisle runner can present a hazard to those who come to communion during the wedding (if there is a Mass) and as guests are leaving. For this reason, we ask that you not have an aisle runner.

PLEASE NOTE:

The consumption of alcohol on the cathedral property prior to or after the wedding by any member of the wedding party is strictly forbidden. Any member of the wedding party that shows signs of having been drinking will not be permitted to participate in the wedding ceremony.

Notifications

Please call the cathedral at least (30) thirty days before the wedding with the name of your photographer and florist. Special instruction sheets will be provided for you to share with the photographer and the florist. If they have any questions, they can contact the cathedral directly.

Wedding Fees

The fee for a wedding at the cathedral is \$1,350.00. This includes the services of the Cathedral Organist and Cantor, any other musicians will be an additional cost. The rental fee for the extra candelabra is \$30.00.

A **Non-Refundable** deposit of \$250.00 is required when you confirm your wedding date with the Cathedral Secretary, in order to hold your chosen date for you. The remainder of all fees must be paid (30) thirty days prior to the ceremony. All checks should be made payable to the *Cathedral of St. Peter in Chains* and mailed to 325 West Eighth Street, Cincinnati, Ohio, 45202.

The fees paid to the cathedral do not include any compensation to clergy.

CONTACT INFORMATION

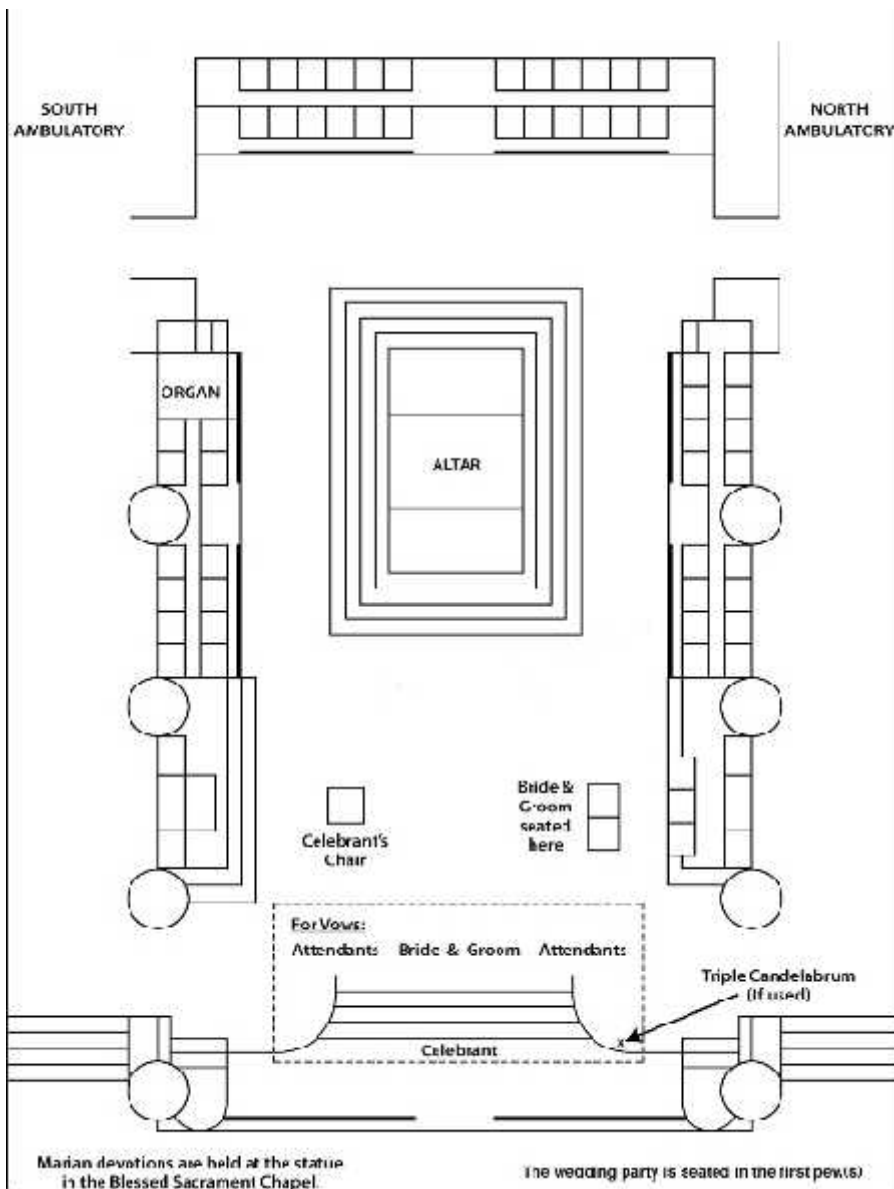
Pastor: Rev. Barry M. Windholtz 513-421-5354 x4012
E-mail: pastor@stpeterinchainscathedral.org

Parochial Vicar: Rev. Raymond E. Larger 513-421-5354 x4018
E-mail: rlarger@stpeterinchainscathedral.org

Secretary: Mrs. Stephanie Ramsey 513-421-5354 x4010
fax 513-241-9517
E-mail: steph@stpeterinchainscathedral.org

Organist: Mr. Blake Callahan 513-421-5354 x4030
E-mail: blakecin@cinci.rr.com

Sacristan: Mr. Robert Harpenau cell 513-383-3546
Mrs. Pat Hanker 859-409-7039



Role of the Assembly

The Second Vatican Council called for the reform of our sacramental rites so that people gathered would be able to participate fully, consciously and actively in the worship service. This understanding of the sacramental celebration retrieved by the Council emphasizes that we are not observers, but rather integral participants in the celebration. Thus, the celebration becomes truly an activity of Christ and His Body, the assembled Church.

The people gathered are a visible sign of the Body of Christ, the Church, united in prayer and praise to the Father and as such remind us that Christian marriage is a profession of our belief in Jesus Christ, and his presence in the event of the marriage. Their presence is neither unimportant nor secondary. Their participation in both sung and spoken prayer is essential to the nature of Catholic worship.

Role of Music in the Wedding Celebration

The primary purpose of music in any liturgy is to support the communal, liturgical prayer of the Church. While music may do this in different ways at different times, this is always its primary function. Music that does not do this becomes superfluous and possibly damaging to liturgical prayer. Consequently, it is imperative that sound criteria for musical choices be clearly understood when choosing music for the wedding liturgy.

Both words and music serve as effective signs of faith. In light of this, the texts must reflect not only the faith of the couple, but also the common faith of the whole Catholic community. The musical setting must also reflect a quality and style that is appropriate to Catholic worship.

The wedding ceremony must be understood as a liturgical rite, one which must bear great similarity to the Sunday liturgical celebration. It must reflect standard liturgical practices and, thereby, encourage the community and the couple to enter into the spirit of this occasion as a communal, liturgical event.

“In all liturgical celebrations, proper use should be made of the musical elements within the Liturgy of the Word, i.e. responsorial psalm, gospel acclamation...Efforts are needed to make the assembly’s response in song the normal pastoral practice in the celebration of God’s Word...” (#7 LITURGICAL MUSIC TODAY, 1982.) Therefore, every effort should be made to encourage the community to participate in the parts of the Liturgy which are normally sung. These would minimally include:

- Responsorial Psalm
- Gospel Acclamation

- Holy, Holy, Holy
- Memorial Acclamation
- Great Amen
- Communion Processional

Music used at other times during the liturgy, such as the gathering hymn or the hymn during the preparation of the gifts must meet the criteria of good liturgical music. It should be appropriate, both musically and textually, to the liturgical action it accompanies. Similarly, prelude and postlude music should meet these standards. It should be chosen from the repertoire of sacred or liturgical music. Because the prelude music sets the tone for the liturgical celebration which follows, there is an intimate link. It is, therefore, not appropriate to use popular or secular music at this time.

Role of the Parish Music Director

When the Christian community gathers to celebrate a sacrament, it does so with the assistance of a variety of ministries. As a professional, the parish music director understands the liturgy and the vital connection that exists between music and the liturgical rites.

The music director is connected to the prayer life of the parish community. Since a wedding is celebrated in the midst of the parish community, it follows that the music director should be involved in this liturgy. Making appropriate decisions about musical options can best be accomplished by working with the parish music director, the professional who is trained in liturgical music and responsible for it in the parish. However, if the services of guest musicians are requested, it is the music director's responsibility to approve both the musicians and their choice of music for the wedding liturgy. Every parish should have a policy concerning just compensation for its musicians (*cf.* Employment and Salary Guidelines for Church Musicians, The Archdiocese of Cincinnati). The services rendered for a wedding generally include meetings with the couple, preparation of music, music rehearsals and the actual ceremony itself. Often a music director's salary is determined with the expectation that additional compensation will come by providing music for weddings in the parish. When this is the case, it is recommended by the American Guild of Organist's Code of Ethics that a parish musician be paid a fee for the wedding even when an outside musician is used.

A Publication of the Worship Office

Archdiocese of Cincinnati – September 1992

With the Approval of the Archbishop

Opening Prayer
The Liturgy of the Word
First Reading
Responsorial Psalm*
(Second Reading)
Gospel Acclamation*
Gospel
Homily
The Rite of Marriage
Dialogue between Presider & Couple
Consent
Blessing and Exchange of Rings
Prayer of the Faithful
Our Father
The Nuptial Blessing
The Concluding Rites
Blessing
Procession

Appendix B

An Outline of the Rite of Marriage Within Mass

The Processional
(Hymn)*
Opening Prayer
The Liturgy of the Word
First Reading
Responsorial Psalm*
(Second Reading)
Gospel Acclamation*
Gospel
Homily
The Rite of Marriage
Dialogue between Presider & Couple
Consent
Blessing and Exchange of Rings
Prayer of the Faithful
The Liturgy of the Eucharist
Preparation of the Gifts
Prayer over the Gifts
The Eucharist Prayer
Preface
Holy, Holy*
Memorial Acclamation*
Amen*
The Communion Rite
Our Father
Nuptial Blessing
Sign of Peace
Lamb of God
Communion Procession Hymn*
Prayer after Communion
The Concluding Rites
Blessing and Dismissal
Recessional

*SUNG BY ASSEMBLY () OPTIONAL

AGREEMENT

(Detach and return this sheet to the cathedral along with a \$250.00 deposit)

We have received and thoroughly read the Wedding Guidelines of the Cathedral of St. Peter in Chains, and we agree to abide by the rules and regulations for weddings at the cathedral, and take special notice of the sections pertaining to time limitations, photographers and florists. We, therefore, forward to the Cathedral the enclosed deposit.

Signature of Bride

Signature of Groom

Date Signed

Wedding Date and Time

