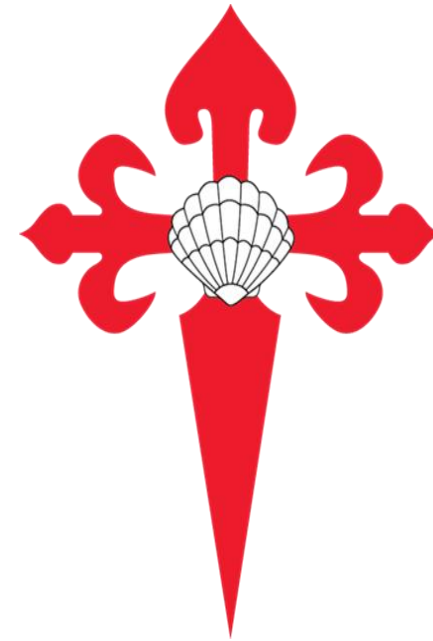


## Saint James Catholic Church

*Saint James Catholic Church  
307 West Dixie Avenue  
Elizabethtown, Kentucky 42701  
270-765-6268  
Fax: 270-234-9598  
Parishoffice@stjames-etown.org*



## Wedding Policies and Procedures

*Welcome to*  
*Saint James Catholic Church*

Welcome and thank you for your desire to be married in Christ's Church. The staff at Saint James Catholic Church is happy to help you with the preparation for your wedding. Our policies and procedures are in place to ensure that the celebration of the Sacrament of Marriage is as festive and beautiful as possible, but it should, above all, be a prayerful worship experience. The celebration of the Sacrament of Marriage is an action of the entire Church in whose presence you commit yourselves to one another. The liturgical celebration of marriage should encourage the fullest participation on the part of all your wedding guests.

“The purpose of marriage is to help married people sanctify themselves and others. For this reason they receive a special grace in the sacrament which Jesus Christ instituted. Those who are called to the married state will, with the grace of God, find within their state everything they need to be holy, to identify themselves each day more with Jesus Christ, and to lead those with whom they live to God.”

-Saint Josemaria Escriva, Conversations, 91

6. For safety reasons, rice, birdseed, confetti, natural flower petals and balloons are not allowed inside or outside the church. Flower girls may drop silk flower petals. If flower petals are used they must be picked up after the wedding. An aisle runner may be used in the church and must be supplied by the wedding party. Candles are not permitted on the center aisle at any time.
7. If you choose to have non-alcoholic refreshments available for the wedding party, please keep them to a minimum. All refreshments must be cleaned up prior to exiting the church. Smoking is allowed in designated areas outside of the church only. Alcohol is not permitted on the church campus.
8. The wedding party may arrive up to 1 ½ hours prior to the ceremony and a two week advance notice must be given to the Saint James wedding coordinator. The cry room in the church is available for members of the wedding party to dress. The sacristy is reserved for the ministers so they can prepare prayerfully for worship. However, the groom and groomsmen may stay in the sacristy until the ceremony.
9. Valuables are not to be left unattended. Saint James cannot be held responsible for missing items.
10. The wedding party is responsible for leaving the areas of the church in original order. It is suggested to have a designated person who will clean the church and pick up programs from the pews after the ceremony.
11. The Saint James wedding coordinator will meet with you two weeks prior to the wedding to assist you, answer any questions, and will also be present on the wedding day.

## **General Policies and Procedures**

1. The Archdiocese of Louisville requires at least a six month preparation period. Couples who wish to be married at Saint James Catholic Church should contact the priest or deacon at least six months prior to the anticipated date. The wedding date and time must be set with approval of the presiding priest or deacon and pastor of Saint James Catholic Church.
2. Saint James Catholic Church celebrates weddings on Friday evenings at 6:30 or 7pm and Saturdays between 11am and 1pm. Weddings should not take place during the season of Lent or Easter Triduum (Holy Thursday, Good Friday or Holy Saturday).
3. Rehearsals are scheduled at the availability of Saint James Catholic Church and the presiding priest or deacon. It will last approximately one hour. The marriage license should be brought to the rehearsal and given to the presider for its proper completion.
4. There are no limits or restrictions on the size of the wedding party, although we strongly suggest that children participating in your wedding be at least 5 years of age and of sufficient maturity to process down the aisle without fear.
5. The Director of Music at Saint James Catholic Church must be contacted at least six months prior to the wedding date. He will help you with your selections and find the appropriate musicians for your celebration. All musicians and music selections must be approved by the Director of Music.

## **Planning the Liturgy**

Saint James Catholic Church will provide you with [Celebrating Marriage, A Workbook for Engaged Couples](#). This resource will guide you through the selection/options available to you in preparing your wedding liturgy. Saint James upholds the Roman Catholic Church's guidelines regarding appropriate music for all liturgical celebrations, including weddings, which the Director of Music will discuss with you.

## **Marriage Preparation**

The Archdiocese of Louisville requires that all engaged couples participate in an approved marriage preparation program. A pamphlet describing the options available is included in the folder you received. A certificate acknowledging the successful completion of one of the programs must be supplied to the priest or deacon presiding over the wedding.

## *Policies for the Florist*

### **Liturgical Environment**

Always remember that the church is a place for prayer and is a sacred space. Since the Roman Catholic Church follows a liturgical calendar, there will be certain liturgical symbols and decorations present during the course of the church year (e.g., Advent, Christmas, and Easter). This seasonal environment is intended for all liturgical celebrations during that time of the year, including your wedding. The existing environment will not be altered or changed for your wedding. No furnishings should be moved without prior consultation with a Saint James Church staff member.

- Flowers may be delivered 2 hours prior to the wedding.
- Flower arrangements must never obscure the Ambo (pulpit) or Altar.
- The Tabernacle, Altar and Baptismal Font are sacred to Catholics and should not be used to place things on, lean objects against, etc.
- Saint James Catholic Church does not provide Unity Candles nor a stand for unity candles.
- The florist is responsible for removal of flower boxes and other debris related to flowers.
- All decorations must be removed immediately after the wedding, either by the florist or a designated person.
- Saint James Catholic Church does have candelabras available for use on the Altar. If you choose to use them, please advise the Saint James wedding coordinator in advance so they may be in place on the day of your wedding.

### *Policies for the Photographer/Videographer*

- Saint James Catholic Church TV ministry is available to record your wedding for a fee of \$350 should be contacted at least 3 months in advance.
- The photographer and videographer are responsible for bringing with them all of the equipment necessary to complete their duties.
- The liturgical environment is not to be altered in order to accommodate the photo shoot.
- Liturgical furnishings (e.g. candles, chairs, etc.) are NOT to be moved.
- Pictures may be taken during the liturgy; however the sanctuary (the elevated area around the altar and tabernacle) may not be entered by photographers during the wedding.
- The taking of pictures and videos should never interfere with the liturgy.

### Fees

Parishioner: No Fee

Non-Parishioner: \$500

Priest/Deacon: Your discretion  
(Suggested amount \$150-\$200)

Altar Servers: \$50

Director of Music: \$200; bench fee \$100

Cantor: \$150

Saint James TV Ministry (opt) \$350

Staff Wedding Planning Support: \$150

All fees must be paid in full two weeks prior to wedding date.

## *Wedding Preparation Timeline*

### *At least 6 months prior to wedding*

- Call for appointment with presider
- Set wedding date on Saint James Catholic Church calendar
  - Decide on marriage prep program
    - Contact Director of Music

### *3-6 months prior to wedding*

- Discuss musical selections with Director of Music
- Complete Archdiocesan paperwork with priest or deacon.

### *1-3 months prior to wedding*

- Final appointment with priest or deacon
- Final appointment with Music Director

### *During final 30 days*

- Meet with Saint James wedding coordinator to finalize plans
  - Pay balance of fees to Saint James Catholic Church
  - Obtain marriage license form County Clerk's office

## *Staff Contacts:*

*Fr. Martin Linebach, Pastor*  
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*Fr. Casey Sanders, Associate Pastor*  
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*Dean Sears, Director of Liturgical Ministries*  
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*Deacon Bill Clark*  
*Deacon Karl Drerup*  
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*Diane Paske, Office Staff*  
dpaske@stjames-etown.org

### ***A MARRIAGE BLESSING PRAYER***

*We thank You, O God, for the love You have implanted in our hearts.*

*May it always inspire us to be kind in our words, considerate of feeling, and concerned for each other's needs and wishes. Help us to be understanding and forgiving of human weaknesses and failings. Increase our faith and trust in You and may Your prudence guide our life and love. Bless our marriage O God, with peace and happiness, and make our love fruitful for Your glory and our joy both here and in eternity. Amen*

