

**St. Mary Church**  
**310 Allen St.. Dayton OH 45410**  
**(937) 256-5633 stmaryparish@stmarydayton.org**  
**Rev. Francis Tandoh, C.S.Sp., Pastor**

**(Rev. 1/2020)**

**INFORMATION FOR COUPLES**  
**WISHING TO MARRY AT ST. MARY CHURCH**

**Do I have to be a member of St. Mary Parish to be married here?**

**No**, any Catholic, who is free to marry in the Catholic Church, can be married at St. Mary Church. If you provide the celebrant for the ceremony (i.e., a priest/deacon from your home parish, or a relative/friend, who is in good standing in the Church), this celebrant provides the necessary marriage preparation. St. Mary needs written notification from your outside celebrant that he will A) do app wedding preparation and B) preside at your wedding as the celebrant and C) if you are registered at another parish we need written permission of your proper pastor(s) to have the marriage outside of your home parish (*the form for this is the last page of this document*)

**What are the basic requirements to be married in the Church?**

- One of the parties seeking marriage must be a Catholic.
- If one of the parties is not a Catholic, the Catholic makes a promise to continue in their faith, and to raise any children resulting from the marriage in the Catholic faith. The non-Catholic is informed of this promise.

**THE MARRIAGE PREPARTION PROCESS**

**When does our marriage preparation begin?**

1. At least 6 months BEFORE your wedding contact your celebrant to find out the details of the marriage preparation in which you will be involved. The celebrant needs to provide us with the necessary forms and information about the wedding at least **one month** in advance of your wedding.
2. At least 3 months prior to your wedding contact your musician. You will also need to contact our musician, Kathy Maresca (937-307-8908) to make arrangements for music at least three months prior to the wedding, sooner if a soloist is involved, whether or not our musician is doing the music.

**What is involved in the marriage preparation process?**

1. The gathering of some basic information for our permanent records, i.e. baptismal certificate issued **LESS** than 6 months prior to your wedding date. This certificate needs to come from your church of baptism within 6 months of your wedding. A copy older than 6 months is NOT accepted. Call the parish where you were baptized have them mail the certificate directly to St. Mary Church. Non-Catholic parties: If you were baptized in another Christian Church, we can make a copy of your Certificate, if you have one, or call the church in which you were baptized to acquire one.
2. The use of the FOCCUS survey. This is a survey to help identify strengths and weaknesses.
3. You will meet with your celebrant discuss issues/concerns about marriage, faith, etc.
3. You are asked to participate in an Archdiocesan-sponsored Pre-Cana program.
4. You often will have at least three more meeting with your celebrant to plan and finalize the details of your marriage ceremony, confirm the time of your rehearsal, etc.
5. You will also need to set up a time to meet with our parish musician, Kathy Maresca (307-8908). She will help you select all the music, and work out other details for the music. At St. Mary it is possible to have a soloist, other musicians, etc, but all such requests for guest musicians and/or soloists need to be approved by our parish musician.

**What if one or both of us have been married before?**

If either of you have been married before and your previous spouse(s) is (are) still living, you, must obtain an annulment through the Roman Catholic Church. If this is your situation, no date can be set for a marriage until this annulment has been obtained. If one or both have been married before but the previous spouse is deceased, a copy of the death certificate of the previous spouse must be provided.

**What legal documents/licenses do I need?**

If you are an Ohio resident, a marriage license must be obtained in the county in which one of you resides. Out-of-state residents may obtain their license in any Ohio county. In Montgomery County, the license is obtained at Probate Court, Montgomery County Court House, 421 N. Perry Street. For more information call the Marriage License Bureau at 225-4656.

**YOUR WEDDING CEREMONY**

**Does a wedding ceremony always include a Mass? NO. Both parties MUST be Catholic in order to have a Wedding Mass by ruling of Archbishop Dennis Schnurr.**

A Wedding Mass usually takes about an hour. You may also have a Wedding Ceremony. This ceremony takes about 40 min.

**Are there any options in planning the details about our wedding at St. Mary Church?**

Yes. There are choices of different prayers, scripture readings, music, etc. The celebrant and the musician will help work out all these details with you when they meet with you. Members of your wedding party are not to be readers for the Gospels or petitions. This includes the parents of the bride and groom.

**IMPORTANT INFORMATION/REGULATIONS FOR GETTING MARRIED AT ST. MARY CHURCH**

**What are the fees for a wedding at St. Mary Church?**

The wedding fee St. Mary is \$1200.00. This includes the musician, and the rehearsal. If you choose a celebrant who is not the pastor, please ask him what his fee is, since that is not part of your fees to St. Mary Church.

To reserve a date for your wedding, call the Parish Secretary (256-5633).

A non-refundable deposit of \$300 is required to reserve a date (this fee is deducted from your total cost). No plans can be set until a date has been verified.

**The balance of all fees, church, celebrant and musician are due 30 days before the ceremony.**

**Are there times during the year when other things are going on in the church that would be good for us to be aware of as we try to schedule a date?**

In Advent, the construction of our Christmas crib takes place in our west transept. The crib usually does not show in pictures. Throughout Lent a Holy Sepulchre scene is constructed in our east side altar area – it is visible in some wedding photos. Also, note that there may be other parish activities going on during your wedding in other parts of the Parish property.

**What times are available to us for our wedding ceremony at St. Mary?**

You may schedule your wedding up to 2pm, or an evening wedding at 6:30pm.

**ONCE YOU HAVE SET A TIME FOR YOUR WEDDING AND SIGNED YOUR CONTRACT, THE TIME OF YOUR WEDDING CAN NOT BE CHANGED.**

**What about music and musicians?**

All music and/or guest musician's/soloists are to be approved by our parish musician. Only religious music is to be played in church before/during/after the ceremony. No pre-recorded music is permitted. A soloist is not to have any other role in the wedding ceremony, i.e. a member of the wedding party.

**What about the rehearsal?**

Rehearsals are the evening before your wedding. They last approx. 1 hour. Anyone who has an active part in your wedding - attendants, groomsman, readers, ushers etc. need to attend the rehearsal. Schedule your rehearsal to begin anytime from 5pm until 6:00pm, **AFTER** you check with your celebrant. Please call the office to confirm your rehearsal time at least 2 weeks before your wedding.

**How long do we have the Church reserved on our wedding day?**

**4 HOURS.** This is from the time your florist, photographer gets there, etc. until you are finished with pictures etc. after your wedding. You must be done with all photos, etc. by approximately 3:45pm.

**What about the size of the wedding party? NO MORE THAN 6 COUPLES.**

**What about children in our wedding? ALL CHILDREN IN YOUR WEDDING MUST BE 5 YEARS OLD OR OLDER BY THE DAY OF YOUR WEDDING. NO EXCEPTIONS!**

**When do we arrive on the day of the wedding?** Most bridal parties arrive approximately 2 hours before the actual start of their wedding. **YOU MUST BE AT ST. MARY CHURCH AT LEAST 1 HOUR PRIOR TO YOUR WEDDING REGARDLESS OF ANY OTHER PRE-WEDDING PLANS.**

**Is there a place to dress when we arrive?**

You may use the Church Hall. It is your responsibility to leave the hall as you found it.

**Can we bring food or beverages to the hall?**

You may bring food/pop/bottled water to your dressing area.

*NO food or beverages (including water) brought into the Church itself*

**PLEASE NOTE: THERE IS TO BE NO ALCOHOLIC BEVERAGES BROUGHT TO OR CONSUMED ON CHURCH PROPERTY BEFORE, DURING OR AFTER THE REHEARSAL OR WEDDING CEREMONY. THIS INCLUDES ANY AND ALL MEMBERS OF THE WEDDING PARTY.**

**Flower petals down the aisle, Rice outside, etc? NONE! NO EXCEPTION.**

**What about a receiving line after the ceremony is finished? NO**

**What about flowers?**

- Instruct your florist to call the church at least two weeks ahead to make arrangements for delivery on the day of your wedding.

- During Lent (from Ash Wednesday until Easter) you cannot have flowers on the altar or in the sanctuary. Flowers held by or worn by the wedding party are fine, as are pew bows. During Advent, flower arrangements are to be subdued, as appropriate for the season.

**What about Pew Bows/Decorations?** Bows can be fastened with large rubber bands, ribbon, or pew bow clips. We do not provide any of these fasteners. You cannot use tape, nails, tacks, floral putty, or anything that may damage the pew.

**What about Aisle Runners? NO**

**Photographers/Videographers:** (See informational sheet to give to your photographer)

- All photographers/videographers must check in with the wedding coordinator. If your photographer wishes to take pictures from the choir loft, inform the coordinator. No photographers are allowed in the sanctuary (the area between the communion rail and the altar) during the ceremony. All photographs taken in the Church are to be formal in nature. No one (photographer or wedding party) is allowed to sit on the communion rail, or its steps. All pictures before the ceremony are to be completed 30 minutes before the ceremony begins. NO PHOTOGRAPHS OF THE BRIDE, GROOM OR THE BRIDAL PARTY MAY TAKE PLACE WITHIN THE HALF HOUR PRIOR TO THE BEGINNING OF YOUR WEDDING. Please be sure to give this information to your photographer/videographer.

**F.Y.I.** All wedding preparations are to be made ONLY by the bride and /or groom. That includes questions regarding flowers, pictures, music, etc.

## **Musician's Wedding Fees**

**These fees are in addition to those fees paid to the church for the wedding.**

### **Musician's fees for rehearsal with your soloist**

\$ 45.00/hour Soloist's rehearsal must take place at St. Mary.

**Music purchases for wedding** reimbursement to musician of purchase price

The wedding party must pay for music that must to be purchased expressly for your wedding. After the wedding, the music becomes the property of St. Mary Church. We allow only religious, or classical, music to be played in church before, during and after the ceremony (No pre-recorded music). The Music Director must approve all music regardless of who plays at your wedding.

The *Psalm Response* after the first reading, and the *Gospel Acclamation* are always sung. The Lord's Prayer is always recited by the congregation. When you have a Wedding Mass, the other acclamations (i.e., the *Holy, Holy*, the *Memorial Acclamation*, the *Great Amen*, and the *Lamb of God*) are always sung.

**All music questions are to be directed to the parish musician. Again, all wedding preparations including music, are to be made ONLY by the bride and /or groom.**

**PERMISSION TO MARRY OUTSIDE OF PROPER PARISH**

**Can. 1115 -- Matrimonia celebrentur in parœcia ubi alterutra pars contrahentium habet domicilium vel quasi-domicilium vel menstruam commorationem, aut, si de vagis agitur, in parœcia ubi actu commorantur; *cum licentia proprii Ordinarii aut parochi proprii, alibi celebrari potest.***

**Can. 1115 -- Marriages are to be celebrated in the parish where either of the contractants has a domicile, quasi-domicile or month-long residence; the marriages of transients are to be celebrated in the parish where they actually reside; marriage can be celebrated elsewhere with the permission of the proper ordinary or pastor.**

**Name of person seeking permission to be married outside of his/her proper parish:**

\_\_\_\_\_

**I attest that I am the proper pastor of the above named person and that I hereby grant permission as required by Canon 1115 to him/her to be married outside of his/her proper parish:**

**Signature of Pastor** \_\_\_\_\_

**Name of Parish** \_\_\_\_\_

**Location of Parish** \_\_\_\_\_

**Date** \_\_\_\_\_



**Return to St. Mary Church 310 Allen St.. OH 45410**

## **INFORMATION SHEET TO BE GIVEN TO PHOTOGRAPHER/VIDEOGRAPHER**

All photographers/videographers must check in with the wedding coordinator before setting up their equipment, in order to learn where they are permitted to go, where to plug in cords, etc. If you wish to take pictures from the choir loft, please make sure not to intrude on the musician's space. The parish musician will let you know where the electrical outlets are located. Please bring all necessary equipment with you including electrical adapters, we do not supply them. No photographers are allowed in the sanctuary (the area beyond the communion rail). All photographs taken in the Church are to be formal in nature. No one (photographer or wedding party) is allowed to sit on the communion rail, or its steps for wedding pictures.

**All pictures before the ceremony must be completed 30 minutes before the wedding begins . THERE ARE TO BE NO PHOTOGRAPHS OF THE BRIDE/GROOM OR BRIDAL PARTY MEMBERS DURING THIS TIME FRAME.**  
**There is no exception to this regulation..**

St. Mary Wedding Coordinator is your contact for all questions regarding the wedding ceremony.  
Call 937-256-5633 or email us at [stmaryparish@stmarydayton.org](mailto:stmaryparish@stmarydayton.org).

Thank you for your cooperation in these matters.