

***Celebrating the Sacrament of Marriage
At
Saint Joseph Catholic Church***



One Body. One Baptism. One Faith.

Saint Joseph Catholic Church
1225 Gallatin Road South
Madison, TN 37115
615-865-1071-Phone
615-868-4900-Fax

Rev. Tomy Joseph, M.S.F.S.
Pastor

Check List

Review St. Joseph Catholic Church Wedding Guidelines

At least four (4) months prior to desired date, initiate wedding arrangements with priest or deacon of your choice. The priest/deacon will book the wedding. If the Presider is not located at the church where the wedding will take place, please contact the church first for available dates and approval of the visiting Presider.

Check the church calendar for available dates by contacting the church office at 865-1071. Reserve church (refer to fees on back of guidelines). **The date is not reserved until payment has been received. Please provide contact information; i.e. email & phone number.**

Contact the St. Joseph Music Director, Jeff Hall, 679-6500 or email: musicarr2@aol.com to reserve your wedding on his calendar.

Marriage preparation is most important and required. ASAP (spaces are limited), enroll online for the "Engaged Couples' Retreat" www.dioceseofnashville.com/encoupretreat.htm . Forms are also available in the parish office. The priest/deacon witnessing your marriage is responsible for both the preparation and the required paperwork. He will explain the individual required sessions.

Each Catholic to be married must furnish a baptismal certificate issued within the past six months. For persons of another faith, some evidence of baptism needs to be provided. The priest/deacon will tell you about other required documents.

Review florist guidelines with florist.

Review photography guidelines with your photographer.

Wedding Guild Director will contact bride to arrange a meeting to discuss your wedding plans and review the guidelines of the church.

Dear Engaged Couple,

We are delighted you have selected to celebrate your wedding at St. Joseph Catholic Church. St. Joseph's had its beginnings in the early 1880's in downtown Nashville. It went out of existence for a brief while, but was re-established in 1953 in the Nashville neighborhood of Madison. In June of 2003 St. Joseph Catholic Church celebrated 50 years of faith!

Marriage is first of all a sacrament; it will be one of the most significant spiritual events of your life. In preparation of your upcoming wedding, the St. Joseph Wedding Guild offers some church guidelines to assist you. Please review the following brochure carefully to ensure there will not be any miscommunication or disappointments the day of your wedding due to misinterpreted wedding guidelines or procedures of the church. Please feel free to call the director of the guild, Kathy Duer at 826-0846 with any questions you might have regarding the guidelines. She will be calling you to arrange a meeting, be sure to provide the church with your contact information.

Wedding Guild

St. Joseph Wedding Guild is a voluntary organization consisting of St. Joseph members. It was established to assist priests, deacons, and the bridal party through the wedding rehearsal and wedding. The director of the guild will contact the bride as soon as the church confirms the date is reserved to schedule a meeting to discuss your wedding ceremony and review the wedding profile form. The profile will enlighten the guild as to the size of the wedding and specifics regarding the ceremony. Based upon the profile information, at least 1-3 wedding guild members will be present at the wedding rehearsal and wedding. The guild members will introduce themselves at the rehearsal and assist the pastor to ensure it flows smoothly.

On the day of your wedding, members of the Guild will be present two (2) hours prior to the ceremony to prepare the altar for the ceremony and assist with any unforeseen difficulties encountered by the bridal party while at the church. They will guide the ushers, prepare the wedding party for the processional and keep everything moving efficiently.

Wedding Guild members are familiar with all aspects of church policy and procedure; therefore it is unnecessary for the bride and groom to hire a "Wedding Coordinator". The Wedding Guild provides their service without a charge, donations are welcomed. They are happy to assist you and hopefully relieve some of the "wedding day stress".

Rehearsal /Wedding Date and Time

Rehearsal –We ask that the couple request the bridal party and rehearsal guests to act respectfully in the church at all times. The Catholic party/parties in the wedding group should take some responsibility to give leadership to their friends.

Rehearsal usually is scheduled for the day prior to the wedding (normally Friday) at 5:30pm. **One hour** is allotted for rehearsal. Many people are involved with rehearsal and coordinating is required so it is imperative the bridal party arrives at the church **15 minutes** in advance of rehearsal. The priest or deacon witnessing your marriage will direct the rehearsal with assistance from the Wedding Guild.

Weddings-Standard times at St. Joseph are 1:00pm and 7:00pm, (on Saturday).

Dates and times should be confirmed with the Presider performing the ceremony before being placed on the church calendar. After consulting with the Presider, please call (865-1071) the parish office to **officially** reserve the date and time. The church & maintenance fees are due at this time to hold your date.

Weddings are not scheduled on church Holy Days or major holidays. During the liturgical seasons of Advent and Lent, weddings should be low-key in keeping with the spirit of these times of the liturgical year.

Please be aware that parish services and functions take priority when requesting dates and times. Our Vigil Mass is celebrated at 4:30pm on Saturday. The Rosary is prayed before mass beginning at 4:00 pm.

Facilities

St. Joseph church seats 400 people. There are 52 pews. Due to insurance reasons, neither an aisle runner nor cast flower petals are allowed on the center aisle.

The church will be open **2** hours prior to an afternoon wedding ceremony. For an evening ceremony, the church will be available after 5:45pm.

Bride's Dressing Room

The Conference Room located across from the Devotional Chapel is utilized as the dressing room for the bride and bridesmaids. It is available two (2) hours prior to the wedding and must be vacated one (1) hour following the wedding. It contains two door, full length mirrors in addition to a conference size table with 10 chairs, dress rack and plenty of electrical outlets for last minute hair touchups.

Snacks such as cheese/crackers and bottled water are permissible in the Conference Room but you are taking a risk of soiling your gowns. If you are going to have bottled water, it is suggested you drink using straws so as to avoid spilling. No food or beverage is allowed in the Sanctuary or Sacristy. **Alcohol, including champagne, is NOT allowed on the church premises or to be consumed the day of rehearsal, prior to the event, and prior to the wedding.**

All members of the wedding party are advised to have their own container for their personal belongings and to pack up everything **before** lining up for the processional. This will assist in preventing lost/forgotten items and will allow for a quick departure following the wedding. **The bride should appoint someone other than a member of the wedding party** to ensure the Conference Room is cleared and clean before leaving for the wedding reception. This room is used following all masses and is not the responsibility of the Wedding Guild. The Conference Room will be locked during the ceremony so it is safe to leave your purses/coats there. Any gifts brought to the wedding will be locked in the Conference Room. The door leading to the outside, near the Conference Room will also be locked to prevent guests from entering where the bride and attendants are secluded.

Groomsmen and Ushers should arrive at least one (1) hour prior to the wedding already dressed for the ceremony and may congregate in the school teachers lounge. Ushers should be available 45 minutes prior to the wedding to begin seating guests.

Guest Book

A podium is provided in the vestibule for your registry.

Programs

An electronic “program” template has been created in Word to assist you. Sample program formats are available by calling Kathy Duer at 826-0846.

Candelabras

Candelabras are allowed but the church does not provide them. Only paradise candles are allowed.

Decorations

Please remember the focus of the wedding ceremony is the Sacrament of Marriage. Decoration is meant to enhance the liturgical environment without becoming a distraction. At St. Joseph Catholic Church, decorations considered appropriate would include two (2) large fresh arrangements placed on each side of the altar, one (1) arrangement placed in front of the pulpit, two (2) arrangements for the side altars, two (2) candelabras, pew bows/ enclosed aisle tapers, a small arrangement placed on the podium used for the guest directory/ program table. Please advise your florist to contact the church office regarding the best time of day to decorate for your wedding to avoid conflicts with other church events. Depending upon the time of the wedding, we encourage floral arrangements and decorations to be in place at least 2 hours before the ceremony, ready for photography.

Flowers

Flowers placed on the altar are to be fresh (no silk) and **will remain** on the altar following the ceremony to be used at mass. The church provides two (2) white urns which the florist can pickup the day before the wedding to insert the arrangements. They will be placed on podiums located on either side of the altar. The flowers should arrive by 3pm on Saturday if having an evening wedding. If it’s an early afternoon wedding, the flowers can arrive anytime after 9:00am but at least two (2) hours prior to the wedding. The flowers must be arranged prior to being delivered to the church. No asparagus type fern is allowed inside the church in any arrangement. Any additional greenery must be in church approved containers. Plastic is not allowed anywhere on the altar. Any additional equipment provided by the florist must be removed within one hour after the ceremony concludes.

Pew bows or alternate décor for pews

The Wedding Guild does have available for use at "no charge" ten (10) white decorative pew bows. Contact Kathy Duer, 826-0846 if interested. She can meet with you following Sunday, 8:30am mass to view the pew bows. If you prefer to supply your own pew bows or any other form of *approved* decoration which would attach to the pews, please be sure they are attached by using either plastic hooks or ribbon, something that will not mar the wooden pews. Tape is not allowed.

Aisle Runner is not allowed.

Flower petals (usually thrown by the flower girl) are not allowed to be cast upon the center aisle or any other place on the church property.

Rice, birdseed, flower petals, confetti, bubbles, etc. - is not allowed to be thrown in the aisle or on church property at any time.

Unity Candle-optional. The stand should be "freestanding" and only dripless candles are allowed. A florist will provide at a nominal charge.

Music

Please contact Jeff Hall, Director of Music at St. Joseph Church. **All** music is to be coordinated through him. His phone is 615-679-6500, email: musicarr2@aol.

Weddings are a solemn religious worship service and a sacrament of the Catholic Church. Secular and sentimental music is not allowed. Music must be appropriate for a mass and suitable for a church environment. The organist has a repertoire of beautiful classical, sacred and liturgical music which will enhance your wedding.

If the bridal couple wishes to include additional instrumentalists or vocalists, the Music Director will discuss the available options and fees.

Guest musicians must be approved by Jeff Hall and provide music scores to Jeff as soon as the music has been confirmed. Jeff will review all music related fees and try to work within your budget. Payment is expected in full prior to the wedding.

Video

A video camera is allowed. The videographer will need to remain on the side or rear of the church. It should not disturb the ceremony at any time nor should the operator be visible to the guests.

Photography

Photography in the church should be limited to 30minutes following the ceremony and any photography taken before the ceremony must be completed 45 minutes prior to the ceremony.

The photographer and guests **are not allowed to use any flash** during the ceremony as this creates a great distraction. The photographer is to remain in the back of the church after the processional and should not block the center aisle at anytime nor hinder the guests view. They should remain very “low key” throughout the ceremony. They **will not** be allowed on the altar at any-time.

Equipment can be setup near the choir loft provided it does not disturb the musicians or obstruct the procession. Prior to the wedding, guests will not be allowed into the sanctuary until all photography is completed and the bridal party is secluded. Therefore it is imperative any photography prior to the wedding is finished at least 45 minutes before the ceremony.

All photography at the church must be concluded before leaving for the reception.

Fees

Church Fee: Is nonrefundable and due day of reserving the church.

Please make the checks payable to St. Joseph Catholic Church.

Wedding Guild: \$150.00 + Parishioner or Non-Parishioner fee.

Church Usage Fee:

Parishioners: Persons who are officially registered at St. Joseph – \$100.00

Non-Parishioners: Persons who are not registered members of St. Joseph -\$200.00

Music: Contact Jeff Hall

Altar Servers:-\$20.00 each is customary.

Marriage License: Valid for 30 days prior to wedding date. Give to a Wedding Guild member prior to the ceremony on your wedding day. Upon completion, it will be mailed to the county of its origin.

Wedding Rings: A member of the Wedding Guild will request your wedding rings shortly before the ceremony. They will be placed on the altar to be blessed and remain there until the “Exchange of Rings” during the ceremony. They are not allowed to be carried by a Ring bearer.

* We hope the Wedding Guidelines will provide valuable information and be used as a reference when planning your wedding. The staff and members at St. Joseph Catholic Church look forward to working with you during this important time in your life.

God Bless You.