



*Getting Married  
at  
St. Philip the  
Apostle Parish*

St. Philip the Apostle Church  
1223 W. Holtz Avenue  
Addison, IL 60101  
Phone #: 630-628-0900 x0  
<http://www.st-phil.org>  
Revised: June 2022

Congratulations on your approaching marriage, and thank you for choosing to celebrate this sacrament at St. Philip the Apostle Church. This brochure will answer some frequently-asked questions about policies and procedures. Please call the church prior to booking your reception venue to ensure the church is available. The wedding date remains tentative until all necessary paperwork has been completed.

## Parish Wedding Coordinator

Although you may have chosen someone to coordinate the details of your entire wedding, this brochure refers to the parish wedding coordinator who will be in touch with you regarding your wedding mass or service. She will complete an information worksheet with you at least six weeks prior to your wedding. This will be helpful while she facilitates your celebration. She will assist at the rehearsal and on the wedding day. She will serve as the contact person between you and your priest or deacon celebrant.

## Liturgy

The Catholic Church's liturgy is not a spectator event. It is the entire assembly gathered together that celebrates, listens, interacts, and experiences Christ's presence. In preparing the wedding liturgy, couples will be guided in choosing music, scripture readings, and prayers which will encourage the active participation of family and friends for this celebration.

- Only **one** Best Man and Maid of Honor is permitted.
- Proper decorum needs to be maintained so no talking or loud noises of any kind are appropriate during the celebration..
- You will choose scripture and prayers.
- Lectors and Readers: If you have chosen people to proclaim scripture and/or read the general intercessions, we ask that they sit on the organ side of the church. They can return to their normal seats after they have read.
- Gift Bearers (at a wedding mass): The bread and wine will be on a table at the entrance of church. Those who will present the bread and wine should sit near the center aisle. The presenters will hand the gifts of bread and wine to the priest or deacon.
- Presentation of Flowers: If you will be presenting flowers to your parents, the parish wedding coordinator will make sure the flowers have been placed on a table in front of the first pew. Flowers to the Blessed Mother will also be placed on the table.
- Weddings may be scheduled on Saturdays at 2:00 p.m. Weddings will not be scheduled on a Sunday. Upon request, Friday weddings may possibly be approved on non-school days.

- Rehearsal date is scheduled for 6:00 p.m. one or two days prior to the wedding.
- If you choose not to have a mass, a deacon can preside at the ceremony. Visiting priests and deacons are also welcome and should be in good standing in their diocese or order. (Letter needed/permission)
- The unity candle is optional during the ceremony. Preference is for the couple to provide the candles, but a stand is available by the church and is free-standing and does not require flowers or additional decoration. Discuss availability with your wedding coordinator. Identify who will be lighting the side candles, i.e. mothers, parents, sponsors, etc. Special ethnic rituals to be approved by the presider.

## Photography Policies

***Please share these policies with your photographer and/or videographer.*** Although you certainly want these visual records of your wedding day, please be mindful that the wedding mass or service is a sacred event. We ask that your photographer and videographer maintain the reverence due the event.

- Flash photography permitted only during the beginning procession and the recessional.
- The photographer is to move around as little as possible and remain as unobtrusive as possible, remembering that this is a religious service.
- The videographer should not film from the center aisle or from the platform of the sanctuary.
- The photographer should not set up an umbrella or backdrop.
- The worship space remains unavailable for pictures before the mass or service.
- The entire wedding party, photographer, and videographer must depart from the building for a 2:00 p.m. wedding no later than 3:30 p.m.

## Music

All music used before, during, and after the wedding ceremony **MUST** be liturgical in content. Absolutely **NO** pop/rock/show tune, etc. style music is allowed in the church.

All musicians (cantors and/or instrumentalists) are contracted out on an individual basis. The music director and/or outside musicians are hired by the individuals who wish to use their services. The use of the parish music director is strongly encouraged but not required. It is your responsibility to book all services with the parish music director and/or outside musicians. If outside musicians are used instead of the music director, music planning should be done with them, although **all music must be** approved by the music director, and the fee of \$200 still applies. If you decide on using an additional singer, an additional fee of \$50 to the music director may be applied if a special practice is needed. Please consult the Parish Music Director Bill Wilder at 630-543-4015 or [bwilder@st-phil.org](mailto:bwilder@st-phil.org) with any musical concerns.

## Florist Facts

- No flowers may be placed upon the altar or anywhere that it will obstruct the ceremony.
- Arrangements shall not obstruct the view to the altar, ambo, or presider's chair.
- The florist will have access to the church one (1) hour before your scheduled time.
- The church does not have pillars or floral stands. Please ask your florist to supply them.
- It is important that floral arrangements be stable. No real candles can be used.
- If your decorations include pew bows, we ask that the florist attach them to the pews using rubber bands, ribbon, or plastic hooks. NO TAPE ALLOWED.
- The church is decorated for the liturgical season. Check to confirm the colors in the background before you choose the colors for your wedding! The church décor will not be changed for the wedding. Green is for Ordinary Time, purple during Advent and Lent, red during Pentecost, and white during Christmas and Easter seasons.
- Aisle Runners: These are not necessary, but your white bridal dress is better highlighted by its contrast with the carpet. If you choose to have an aisle runner, the parish wedding coordinator will tape it down after it has been rolled out by two of your groomsmen or ushers. The length is 75 feet.
- Flower Petals: **No petals** (real or artificial) may be sprinkled on the floor in any area of the church.
- No rice, confetti, birdseed is permitted. The use of helium balloons outside is discouraged and not allowed in the church.
- You must have someone assigned to remove all items from the church.

## Other Policies

- **Behavior** appropriate to a house of worship is expected.
- **Service Booklets/Programs:** These are not a necessary part of your mass/service. If you choose to provide them, bring them to your rehearsal to leave with the parish wedding coordinator. Your wedding coordinator will also ask you, if the ushers are not handing these booklets out, who will be responsible for them. You will also need to bring your own basket (container).
- **Arrival Time:** We ask that the groom and groomsmen should arrive up to one hour prior to the time of your mass/service. The bride and bridesmaids should arrive at least 30 minutes prior to your mass/service. This allows time to receive flowers, pin corsages and boutonnieres, etc. **PLEASE BE ON TIME!**
- No **food or beverages** are allowed in the building.
- You **must** bring your **wedding license** to the rehearsal, if not before. Please be aware that your license is effective the day after you receive it from the DuPage

County Clerk's Office at 421 N. County Farm Road in Wheaton, IL and the phone number is 630-682-7035. The Clerk's Office also takes cash only. NO WEDDING WILL BE CELEBRATED WITHOUT THE LICENSE.

- No one may bring **alcoholic beverages** onto church premises. If it is apparent that a member of the wedding party has been drinking before arriving, they will not be permitted to take part in the ceremony.
- **Smoking** is not allowed within the building or within 20 feet of the building. Please be sensitive to those who do not smoke.
- **No gum** chewing in the church.
- There is no reception line after the ceremony/mass. After the recession, pictures will be immediately taken.
- The wedding coordinator will ask your ushers to help move the kneelers for the rehearsal and/or wedding.

## Parish Requirements

### Required Meetings

- Initial meeting
- Take FOCCUS Inventory
- Review FOCCUS with Deacon Phil Heitz prior to the wedding day.
- Attend Marriage Prep Seminar
- Meet with the music director
- Final meeting with presider/deacon to finish paperwork and plan ceremony.
- Meeting with wedding coordinator

### Required Documents before Wedding

- Recently issued baptismal certificate dated six (6) months prior to the wedding day. NO WEDDING WILL BE CELEBRATED WITHOUT THIS CERTIFICATE unless you were baptized at St. Philip the Apostle Parish.
- Confirmation Certificate
- If you have not already given your DuPage County marriage license to the Parish Office, it **must** be given to the parish wedding coordinator on the evening of the rehearsal.
- Marriage Prep Seminar Certificate/Letter should be given to the wedding coordinator or to the priest/deacon at your meetings.
- Various fees and donations
- Please bring to the rehearsal your programs, unity candle, ring pillow, fees, and any other items you will be needing for your ceremony. This will help alleviate any unnecessary stress on your blessed day!

## Wedding Fees

- Church: \$325
- Music Director: \$200
- Music Director (Bench Fee): \$200 (if applicable)
- Cantor Practice with outside Singer (One-time): \$50 (if applicable)
- Cantor: \$200 (if applicable)
- Priest or Deacon: \$150 (suggested gift)
- Parish Wedding Coordinator: \$100
- All fees should be paid to the parish wedding coordinator no later than the wedding rehearsal.
- Please use a separate envelope for each fee.