




*Getting Married
at
St. Philip the
Apostle Parish*

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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. Fr. Danaher will be glad to answer any other questions. 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 two 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.

- Wedding Party will walk together as couples. As an option, both parents may escort the bride or groom down the aisle.
- Only **one** Best Man and Maid of Honor
- **Only the Best Man and the Maid of Honor will be in the sanctuary with the bride and groom and only they will stand for the Profession of Vows.**
- No talking, cheering, whistles, or loud noises during the celebration.
- Father will supply you with the 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 no later than 2:00 p.m. and on Friday no earlier than 4:00 p.m. on school days. Weddings will not be scheduled for Sunday!
- 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. The stand for the Unity Candle is provided by the church, is free-standing, and does not require flowers or additional decoration. It will accept your three-inch Candle. Discuss with your Wedding Coordinator who will be lighting the side candles, i.e. mothers, parents, sponsors, etc.

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.
- Please 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 musicians 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 not required nor is their availability guaranteed. It is your responsibility to book all services with the parish music director and/or outside musicians. St. Philip is not responsible for any fees for musicians. The Music Director will discuss all music that is appropriate for your ceremony/mass. If you choose to bring in your own organist, there is still a fee of \$200 for the Music Director. An additional fee of \$50.00 will be required for any consultations or if an outside cantor needs to practice (one-time) with the Music Director prior to the wedding. If you are bringing in outside musicians they will need to supply their own music and all music planning must be done with them. This is not the responsibility of the Parish Music Director. All musician

fees are separate and in addition to the church fees. You will need to consult with the Parish Music Director Bill Wilder at 630-543-4015 or email bwilder@st-phil.org.

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.
- Please note that it is important that floral arrangements be stable
- 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 Runner: Be aware that your white bridal dress is actually 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 **two months** prior to the wedding day.
- Attend Marriage Prep Seminar
- Meet with the Music Director
- Final meeting with Parish Priest to finish paperwork and plan ceremony.

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. Philips.
- 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 if not attended at St. Philip the Apostle
- Various fees and donations
- Please bring copies of your readings and intercessions to the rehearsal for the Parish Wedding Coordinator.

- 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
- Priest: \$150 (optional)
- Parish Wedding Coordinator: \$100
- All fees should be paid to the Parish Wedding Coordinator no later than the wedding rehearsal.
- Please put fees in separate envelopes!