

ST. AGATHA CHURCH

Polish Roman Catholic Parish

3239 South 9th Street

Saint Louis, MO 63118-2629

www.polishchurchstlouis.org ~ e-mail: parishoffice@polishchurchstlouis.org

Office: 314.772.1603 ~ Fax: 314.772.3979

GUIDELINES REGARDING USE OF THE CHURCH FOR A WEDDING CEREMONY

Congratulations on your upcoming marriage in the Catholic Church. Know that your wedding is being celebrated in an historic church built over a century ago to the honor and glory of God and dedicated to St. Agatha.

Please take time to review the following guidelines so that the reverence due this house of God will be properly upheld. These guidelines must be followed in order to use the church building.

General

- Because St. Agatha Church is a house of God, a respectful attitude is to be maintained by all whenever present in the church building. This applies not only during the ceremony, but also while touring the St. Agatha Church building or rehearsing for your wedding ceremony. This important guideline should be shared with all involved wedding participants.
- A representative of St. Agatha Parish, also known as a Wedding Coordinator, will unlock the church building prior to the wedding rehearsal and the ceremony and will try to answer your concerns during the rehearsal and the wedding ceremony. She will assist with sanctuary set up for your wedding ceremony.
- On Saturdays, for an afternoon Wedding, the Ceremony may start at any time, but **no later** than 2 p.m. For a Saturday evening wedding, the Ceremony has to start **on or after** 6 p.m.
- Weddings **are not** permitted during Advent and Lent.
- The bride and groom should contact St. Agatha Parish Office with the name and contact information of any wedding coordinator or representative designated as liaison on the day of the wedding ceremony. This information is helpful just in case it is necessary to contact someone immediately following the ceremony, when the bride and groom are typically away on a honeymoon. Complete the information slip on Page 4 and return it to St. Agatha Parish Office at least two weeks prior to the wedding date.
- The consumption of alcohol in the church or on the parish grounds is strictly prohibited.

Wedding Offering

- The offering for currently active registered members of the parish is \$400.00. The required amount for those who are not active registered members of the parish is \$600.00. An **additional** and **separate** offering from the bride and groom to the Wedding Coordinator should be at least \$200.
- From those who are active registered members of the parish, St. Agatha Parish Office must receive a \$200 non-refundable deposit within two weeks of booking to confirm the wedding date. The Parish Office must receive the balance of \$200 at least two weeks prior to the date of the wedding, though the balance may be paid at any time before the due date. The fee for the Wedding Coordinator must be paid at that time as well.

- From those who are not active registered members of the parish, St. Agatha Parish Office must receive a \$300 non-refundable deposit within two weeks of booking to confirm the wedding date. The Parish Office must receive the balance of \$300 at least two weeks prior to the date of the wedding, though the balance may be paid at any time before the due date. The fee for the Wedding Coordinator must be paid separately but at that time as well.
- These amounts do not include an offering to the priest or deacon who assists at the wedding ceremony.

Rehearsal

- The bride and groom must contact St. Agatha Parish Office at least one month in advance of the date of the wedding date to schedule their rehearsal, which is generally one or two days in advance of the wedding ceremony and is not to exceed one hour in the church.
- The church building is opened 15 minutes prior to the time of wedding rehearsal and will remain open for a total of 75 minutes. If the bride and groom request that the church building stay unlocked longer, there will be an extra \$100 (\$75 to the church, \$25 to the wedding coordinator) per hour rate added to the initial rental fees. In addition, this request must be made one month in advance of the date of the wedding rehearsal.
- Remember, St. Agatha Church is a house of God, and a respectful attitude is to be maintained by all whenever present in the church building, including during the wedding rehearsal. This important guideline should be shared with all involved wedding participants.

Facility Details

- Public restrooms are located in the basement of the church.
- There is no lounge or family room in St. Agatha Church. During the ceremony, if any wedding guests need a family or crying room, they are welcome to use the foyer, Church Café or basement hallway.
- NO FOOD OR BEVERAGES in the church. Please be mindful of food in the church...let those attending your event know there is no food or drink allowed. Please consume all food or beverages in the Café downstairs.
- The main center aisle in the church measures 110 feet from the foyer to the altar rail. There are 32 pews on the right side of the center aisle and 33 pews on the left side.
- The throwing of rice, popcorn, confetti, birdseed or the strewing of flower petals or anything else is strictly prohibited *inside* and *outside* the church.
- On the day of the wedding, members of the wedding party may ready themselves in the Café, located in the basement of the church.
- Nothing may be pinned or taped to the pews, altars or communion rail. You may use ribbon or tulle instead.
- Flowers are permitted on the High Altar, Low Altar or on top of the communion rail at the discretion of the priest or deacon. Flowers arrangements are usually placed on the front sides of the free standing Low Altar.
- Flower arrangements as well as flowers presented before the altar of Our Lady are normally left in church.

- On the day of the wedding, the Wedding Coordinator will chime the church bells several minutes just before the start time of the ceremony. The bells will ring again for several minutes immediately after the priest or deacon announces the bride and groom as husband and wife.
- Immediately following the rehearsal and then again following the ceremony, all personal items, decorations, and anything else brought into the church and/ or Café for the wedding must be removed from the church by someone designated by the bride and groom.
- It is responsibility of a wedding party designee to return the church to the same state as when they arrived. A **cleaning fee** of a minimum of \$250 will be charged if extra cleaning services are required after the wedding.
- The church building is locked two hour after the start of the wedding ceremony. On Saturdays, the church must be vacated by 4 p.m. For this reason, the wedding party is to depart by that time. If the bride and groom request that the church building remain open longer, there will be an extra \$100 (\$75 to the church, \$25 to the wedding coordinator) per hour rate added to the initial rental fees. On Saturdays, it is impossible to extend the time past 4 p.m. due to our regular Mass schedule. In addition, this request must be made well in advance of the date of the ceremony.

Ceremony Details

- The church building is opened one and a half hours prior to the start of the wedding ceremony. If the bride and groom request that the church building be unlocked earlier, there will be an extra \$100 (\$75 to the church, \$25 to the wedding coordinator) per hour rate added to the initial rental fees. In addition, this request must be made at least one month in advance of the date of the wedding ceremony.
- If a guest celebrant conducts the wedding ceremony, the bride and groom are responsible to see that copies of the appropriate marriage documents are delivered to the St. Agatha Parish Office no later than two weeks prior to the ceremony. A guest celebrant that does not work for the Archdiocese of St. Louis, **must** provide a ***“Letter of Fitness”*** from his own diocese.
- The bride and groom may choose their own organist and/or cantor as long as he/she is familiar with Catholic wedding ceremonies. Only sacred, church music is allowed during wedding ceremonies.
- If requesting an organist and/or cantor for the wedding from those who serve St. Agatha Parish, arrangements are to be made directly with them regarding their availability, as well as, their fee for assisting at a wedding ceremony.
- The parish does not provide altar servers. It is the responsibility of the bride and groom to provide altar servers.
- Unity candles are allowed, however, because they are a fire hazard, unity candles are not permitted on top of either the High Altar or the Low Altar. The wedding coordinator will set up a table instead. The unity candle and holder provided by the bride and groom will be set up and removed following the ceremony by the Wedding Coordinator.
- Any candles at the Low Altar may be used during the wedding ceremony, but may only be lit by either the priest/deacon or altar servers. It is the responsibility of the priest/deacon or altar servers to make sure these candles are snuffed out after the wedding ceremony.

- Photographers and videographers are permitted to enter the sanctuary, that is, the part of the church within the communion rail only during the wedding ceremony, but not during the Eucharistic celebration of the Mass.
- Remember, St. Agatha Church is a sacred place and should be revered as such. While visiting our church please treat St. Agatha with the respect expected at any house of worship.

If you have any questions concerning matters not covered above please consult the Parish Office at 314.772.1603.

Couples who wish to be married in the Catholic Church are required to attend a marriage preparation program. If the pastor of St. Agatha Parish is not celebrating the ceremony, the bride and groom should contact the priest or deacon conducting the wedding ceremony or the Archdiocese of St. Louis Office of Laity & Family Life at 314.792.7170. The current calendar of marriage preparation classes can be found by visiting the Office of Laity & Family Life website at www.archstl.org/laityandfamilylife.

Thank you for choosing to have your wedding ceremony at St. Agatha Church!

Wedding Coordinator or Wedding Day Contact

Please clip and return this form to St. Agatha Parish Office with the name and contact information of your own wedding coordinator or representative designated as liaison on the day of the wedding ceremony. This information is helpful in order to contact someone immediately following the ceremony, when the bride and groom are typically away on a honeymoon. Complete the information slip below and return it to:

St. Agatha Church, 3239 South 9th St, St. Louis, MO 63118 or via fax: **314.772.3979**

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Wedding Coordinator or Wedding Day Contact Information

Bride's Name: _____

Groom's Name: _____

Wedding Date: _____

Name of Wedding Coordinator or Contact

Address of Wedding Coordinator or Contact

Telephone Number of Wedding Coordinator or Contact