

Engaged Couple Wedding Handbook

**St. Benedict Parish
137 Dewey Avenue Fontana, WI 53125
262-275-2480**

Many blessings to you as you prepare for your celebration of marriage at St. Benedict Parish! We welcome you and pray not only your wedding day, but every day thereafter will be filled with joy.

The following pages contain the guidelines for your wedding at St. Benedict Parish. Please read these carefully.

It is your responsibility to convey this information to all concerned including your vendors. If you have any questions please do not hesitate to call the parish or ask your wedding coordinator.

We wish you the best on your wedding day, and in the future!

***Father Mark Danczyk, Pastor 262-275-2480
Father Sergio Lizama, Associate Pastor 262-275-2480 ext. 27
Slizama12@yahoo.com
Karol Bidwill, Director of Music and Liturgy 262-275-2480 ext. 28
262-745-7996 mobile liturgy@stbensparish.org***

Contents

Alcohol Policy 6

Decorations and Flowers 4

Dressing Room/Waiting Area 5

Electronics 7

Eucharistic Ministers/Altar Servers 7

Food/Nonalcoholic Beverages 7

Leaving Items after Rehearsal 7

Photography and Videography 3

Wedding Information and Fees 8

Photography and Videography

Please remember that the wedding ceremony is a time of prayer. Everything done during the ceremony must be conducive to that prayer. As Catholics we believe we are in the presence of God in the sacrament that is always contained in the tabernacle on the altar. Please be respectful and act accordingly in a dignified manner before, during, and after the ceremony. The following are the rules for all photographers and videographers whether professional or amateur:

Please dress accordingly in professional attire.

Please be as unobtrusive as possible. Do not block anyone's view, including congregation, bridal party, presider, or musicians. The presider will ask anyone distracting from the sacred atmosphere of the sacrament to remove themselves to the rear of the ceremony.

No pictures or videos are to be taken from the altar. Photographers/Videographers are not permitted in the sanctuary.

Sound MUST BE TURNED OFF on all cameras and recording devices. Your wedding coordinator has been instructed to have any equipment emitting sound to be removed.

All cameras and recording devices must have a battery pack; no wires or cables are allowed.

No flash photography or special lighting is allowed.

No church furnishings or decorations in the church may be moved.

Please remember to discard any trash.

Times allowed in the church are (for 11:00 AM weddings) 10:00 AM – 12:30 PM or (for 2:00 PM weddings) 1:00 PM – 3:30 PM.

It is the bride and groom's responsibility to convey these rules to your vendors. If there are any questions, please have your photographer/videographer contact your wedding coordinator BEFORE your wedding day.

Thank you!

St. Benedict Parish will not be responsible for any items lost or stolen

Decorations and Flowers

All altar and sanctuary decorations or flowers are to remain in place. The Catholic Church has liturgical seasons and we decorate in accordance with them. Any draping, colored banners, or extra decorations that are in the church are only done in observance of the seasons of the church. They cannot be hung or changed to match the colors of your wedding. If you come to view the church, please ask if what you see is what will be there on your wedding day because it may be very different. If your florist has never been to Saint Benedict Church, it would be helpful to request that the florist contact the parish prior to signing any final contract with you. Mainly, we ask that the sanctuary be left in the same condition as you found it.

It is your responsibility that whatever you bring in for the ceremony you also remove afterward including pew bows, programs, runners, etc. We cannot be responsible for items that are to be returned to florists. Please instruct your florist to retrieve all rented items immediately following the ceremony. It is your responsibility to let the florist know these regulations.

NOTHING IS TO BE THROWN OR SCATTERED ON PARISH PROPERTY INDOORS OR OUTDOORS, E.G. FLOWER PETALS, RICE, BIRDSEED, CONFETTI, ETC. THESE MAKE WALKING HAZARDOUS AND CLEANUP IS DIFFICULT.

ST. BENEDICT DOES NOT ALLOW AISLE RUNNERS

The unity candle is a secular practice that began in the 1970s. It is not a set part of the wedding liturgy. If you would like to have a unity candle, please discuss it with the celebrant. **You must provide the candles and holders.** Candles have special significance in Catholic liturgical celebrations. Candles are present at the tabernacle, the altar and the pulpit to represent the light of Christ. Except for the unity candle, no other candles are to be added to the sanctuary. This includes candelabras. Candles are not permitted in the aisle, unless battery operated.

If you will be using pew decorations, you must use pew clips or ribbons to attach them. No tape or any other material is permitted. The decorations must be removed immediately after the celebration.

Times allowed in the church are (for 11:00 AM weddings) 10:00 AM – 12:30 PM or (for 2:00 PM weddings) 1:00 PM – 3:30 PM.

If there are any questions, please contact your wedding coordinator BEFORE your wedding day.

Dressing Room/Waiting Area

The dressing room for the bride and her attendants is located on the lower level of the building in the youth room. For security reasons, the wedding party is responsible for removing all their belongings, decorations, trash, etc. before the start of the wedding. The parish is not responsible for lost or stolen items left unattended. It is expected that the wedding party will pick up and straighten up the room to the way they found it.

We ask that you not leave personal belongings unattended at the church. We are not responsible for anything lost, stolen or left behind.

The waiting area for the groom and his groomsmen is located just off the sacristy at the front of the church. The same rules apply as for the dressing room for the bride.

ALCOHOL POLICY

PLEASE NOTE:

THERE WILL BE NO DRINKING OF ALCOHOL ON CHURCH PROPERTY (INCLUDING THE PARKING LOT) FOR EITHER THE REHEARSAL OR THE WEDDING. ANY EVIDENCE OF INTOXICATION FROM ANY MEMBER OF THE WEDDING PARTY WILL RESULT IN THAT PERSON NOT BEING ABLE TO PARTICIPATE IN THE WEDDING CEREMONY. IF EITHER OF YOU, THE BRIDE OR GROOM, HAVE BEEN DRINKING, IT WILL BE NECESSARY TO CANCEL THE WEDDING CEREMONY. THERE WILL BE NO USE OF ALCOHOL OR DRUGS ON THE CHURCH PROPERTY AT ANY TIME.

MISCELLANEOUS GUIDELINES

You, your bridal party, vendors, are permitted in the church (for 11:00 AM weddings) 10:00 AM – 12:30 PM or (for 2:00 PM weddings) 1:00 PM – 3:30 PM.

Eucharistic Ministers/Altar Servers

St. Benedict Parish does not provide altar servers or Eucharistic ministers for weddings. If you have more than 50 guests coming to the church, we ask that you provide Eucharistic ministers. Anyone of the Catholic faith may be a Eucharistic minister. Please discuss the number of guests you expect with your wedding coordinator or priest and they will tell you how many ministers you will need. It is most helpful if they attend the rehearsal where they can be given instructions on the procedures to perform this important duty.

Food/Non-alcoholic Beverages

If food/non-alcoholic beverages are brought on the property, it is the responsibility of the bridal party to clean up completely. Because of the sacredness of the worship space, please refrain from chewing gum during Mass or service.

What to Bring to Rehearsal

You must bring your marriage license to your rehearsal. It will be kept in a safe place for the next day.

If you are using a unity candle, please bring it to your rehearsal and give to your wedding coordinator. Your coordinator will have the unity candle set up before your ceremony.

Leaving Items at St. Benedict after Rehearsal

Other than the above-named items, all other items (programs, signs, etc.) must be brought the day of your ceremony.

Electronics

Please silence all cell phones and any other electronic devices. This applies to rehearsal as well.

Wedding Information and Fees

St. Benedict, Fontana
St. Francis de Sales, Lake Geneva

Church Fee: \$175 (parishioner) or **\$350** (non-parishioner) due at time of scheduling wedding date.

Includes the use of the building (for 11:00 AM weddings) 10:00 AM – 12:30 PM or (for 2:00 PM weddings) 1:00 PM – 3:30 PM, materials for wedding preparation and miscellaneous parish expenses such as insurance, utilities, and to cover maintenance costs of the event. Check should be written to church.

Priest Fee (If Using St. Benedict or St. Francis Parish Priests): \$150

Deacon Fee (if using Deacon and not a Priest at St. Benedict): \$100

Parish Liturgical Wedding Coordinator Fee: \$150 All weddings and rehearsals are facilitated by the parish wedding coordinator who is required even if using an outside wedding planner. The parish wedding coordinator has specialized training in appropriate liturgy requirements for a sacred Catholic wedding. ***The parish wedding coordinator will make contact approximately 4 - 6 weeks prior to the date of the scheduled wedding.***

Director of Music Ministry/Organist/Accompanist Fee: \$250 Arrange a meeting to plan liturgically appropriate music for the wedding in a timely manner after scheduling the wedding date.

Cantor/Song Leader/Soloist Fee: \$150 Parish Cantor will be assigned.

Priest/Deacon, Liturgical Coordinator, Accompanist, Cantor Fees due two weeks prior to wedding date

Fees effective 1/1/2019	Parishioners	Non-Parishioners	Check Payable To
Church Fee	\$175	\$350	Parish of Wedding
Priest Fee (if presiding)	\$150	\$150	Parish of Wedding
Deacon Fee (if presiding)	\$100	\$100	Jim Deiters
Wedding Coordinator	\$150	\$150	Assigned Coordinator
Music/Liturgy/Organist	\$250	\$250	Assigned Accompanist
Cantor/Song Leader	\$150	\$150	Assigned Cantor

Total Parishioner Fees: \$875 (\$825 if using Deacon) (Parishioner is defined as a financially contributing person/family for six months prior to initial scheduling meeting)

Total Non-Parishioner Fees: \$1,050 (\$1,000 if using Deacon)

Note: Pastor may authorize a change to listed costs based on financial hardship.