

Policies and Guidelines for Parish Weddings



ST. LUKE THE EVANGELIST CATHOLIC CHURCH

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Indianapolis, In 46260

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Fr. Noah Casey, *Pastor*

Fr. Joseph Newton, *Associate Pastor*

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Approved by Fr. Noah Casey, *Pastor* on  
The Feast of the Immaculate Conception, 2009

### Marriage & Wedding Preparation Checklist

- \_\_\_ 1. Attend initial meeting with parish priest  
(Minimum of 6 months, preferably 1 year, prior to desired wedding date)
- \_\_\_ 2. Wedding Date Scheduled
- \_\_\_ 3. Church Policy handbook read and agreement signed
- \_\_\_ 4. Submit **Baptismal Certificate with notations** from church of baptism
- \_\_\_ 5. "Preparation for Marriage" Form completed
- \_\_\_ 6. Necessary dispensation forms completed
- \_\_\_ 7. PREPARE Inventory completed
- \_\_\_ 8. Attend meetings with Sponsor Couple  
(*Bring your checkbook to the first meeting*)
- \_\_\_ 9. Attend TOBIT Weekend and/or Pre-Cana
- \_\_\_ 10. Attend optional Natural Family Planning class
- \_\_\_ 11. Meet with priest for review & to discuss the Theology & Spirituality of Marriage
- \_\_\_ 12. Meet with parish Director of Music Ministries  
(3-6 months prior to the wedding)
- \_\_\_ 13. Meet with parish Pastoral Associate  
(at least 2 months prior to the wedding)
- \_\_\_ 14. Information for Program given to Director of Music Ministries  
(at least 1 month prior to wedding)
- \_\_\_ 15. Final Meeting with priest to finalize wedding Mass  
(about 2-4 weeks before the wedding)
- \_\_\_ 16. Sacrament of Reconciliation  
(suggested 2 weeks prior to the wedding)
- \_\_\_ 17. Civil Marriage License obtained  
(In Indiana, no more than 60 days before the wedding date)
- \_\_\_ 18. Wedding Program Draft prepared by St. Luke; sent to couple for review & approval; and available for their printer
- \_\_\_ 19. Marriage License completed & given to priest  
(given at rehearsal)

## The Vocation of Marriage

The Catholic Church believes that Marriage is a Sacrament - an effective sign of God's love instituted by God to give grace. It is a holy covenant of made by a man and woman, in which they give themselves to each other fully and without reservation, out of love. In marriage, both husband and wife are called to love as Jesus loved. Through their union, they bring about God's will in their home and in society. It is not just about sealing your love. It's about being followers of Jesus Christ!

The marriage liturgy reflects this understanding. It is meant to give praise to God for His presence in that covenant. With this in mind, we have set up policies to allow you, your family, and guests to experience God's grace within the Sacrament of Marriage. Our hope is that these policies will help the day run as smoothly as possible.

We are excited to help you celebrate this special Sacrament and look forward to making your wedding a happy and holy time.

## Marriage Preparation Process

After establishing registration status, the marriage preparation process will begin. The process includes the following:

### 1. *Initial Meeting with a parish priest*

This meeting will be scheduled at least six months prior to the desired wedding date. At the meeting the priest will discuss:

- a) The wedding date/time and rehearsal date/time, if known. The priest will discuss his availability & the church's availability and the wedding date/time will be set.
- b) The Sponsor Couple Program (*outlined below*)
- c) The PREPARE Inventory (*outlined below*)
- d) The TOBIT weekend (*outlined below*)
- e) The Pre-Cana program required for all couples (*outlined below*)
- f) Optional Natural Family Planning Program (*outlined below*)
- g) Necessary paperwork for the celebration of marriage
- h) Initial music, decorations, photography, and videography guidelines.

### 2. *PREPARE Inventory*

Normally, couples will complete the PREPARE inventory separately before the first meeting with their sponsor couple. The inventory consists of a number of statements with which each person agrees or disagrees. The instrument is to be used by the couple as a tool to foster discussion and prayer in the course of their preparation for married life.

### 3. *Sponsor Couple Program*

Couples are encouraged to meet with a sponsor couple as a part of the marriage preparation process. This typically involves 3 meetings, including one to go over the results of the PREPARE Inventory. The sponsor couple will share about their marriage in addition to working with the couple to discuss and prepare for married life.

**Bring a checkbook to the first meeting with the sponsor couple** to cover the materials fee for the PREPARE Inventory.

### 4. *The TOBIT Weekend*

TOBIT weekend is a 3-day overnight retreat presented by Christian married couples and a priest of the Archdiocese of Indianapolis. It takes place at various times of the year at Our Lady of Fatima Retreat House on the north side of

Indianapolis. The weekend is meant to give a unique opportunity to spend time focused specifically on marriage preparation with your future spouse and to grow in your relationship with Christ. This weekend does have a separate fee for supplies, room, and board.

#### 5. *Pre-Cana*

Pre-Cana is a series of presentations and small group activities for a group of engaged couples. Married couples and trained presenters make each presentation on various topics that couples will encounter during their married life.

#### 6. *Optional Natural Family Planning Program*

Natural Family Planning is the method of tracking fertility in order to delay or achieve pregnancy. It is commitment of love & dedication to responsible parenthood in accordance with God's will. Classes on methods of natural family planning are offered throughout the year. Couples preparing for marriage are encouraged to attend the introductory course (1 session), but four sessions are offered in the program. Because classes are relatively infrequent, NFP courses may need to be scheduled after the wedding date. There is a fee for each session as outlined separately in this packet.

#### 7. *Documents*

A record of documents is assembled and archived in the parish office for each marriage celebrated at St. Luke Catholic Church. This includes the PREPARE Inventory, the "Preparation for Marriage" form, any dispensation forms needed, certificates of completion for sponsor couples and Pre-Cana/TOBIT weekends, baptismal certificates, and a copy of the marriage license. Any paperwork should be sent to the following address:

St. Luke Catholic Church  
Attn: Pastoral Associate  
7575 Holliday Dr E  
Indianapolis, IN 46260

#### 8. *Meetings with parish priest*

After completing all of the necessary preparation for marriage, the couple will meet with the parish priest twice more to review and to discuss the theology of marriage. Couples will receive a copy of the *Together for Life* wedding planning booklet, which they will review with the priest. This booklet will be used to plan the details of the wedding liturgy.

\* Parish priests are available at any time throughout the preparation process to meet with the engaged couple, together or individually, to talk about any concerns

## Obtaining a marriage license in Indiana

### **For Indiana Residents**

The couple must present themselves *in person at the same time* at the clerk of court in the *county in which at least one of the parties resides*, **no more than 60 days** before the wedding occurs. You will need to provide approved forms of identification and proof of residence. Applicants must be at least 18 years of age and prove their freedom to marry. If one or both of the parties have contracted a previous legal marriage, proof of divorce or legal annulment must be provided to the clerk in order to issue a marriage certificate. Further information can be found at the websites listed below.

### **For Out of State Residents**

The couple must present themselves *in person at the same time* at the clerk of court in the *county in which the ceremony will take place* (Marion County), **no more than 60 days** before the wedding occurs. You will need to provide approved forms of identification and proof of residence. Applicants must be at least 18 years of age and prove their freedom to marry. If one or both of the parties have contracted a previous legal marriage, proof of divorce or legal annulment must be provided to the clerk in order to issue a marriage certificate. Out of state residents may be charged additional fees for obtaining a marriage license. Further information can be found at the websites listed below.

### **Marion County Clerk website**

<http://www.marioncountyclerk.org/public/>

### **Hamilton County Clerk Website**

<http://www.hamiltoncounty.in.gov/departments.asp?id=2100>

## The Wedding Liturgy

A Catholic wedding ceremony involves the Liturgy of the Word or the Nuptial Mass. Depending on the type of liturgy; one of two versions of *Together for Life* will be used to select the prayers, readings, vows, and blessings. Music selections will be made during a meeting with the parish Director of Music Ministries, who is trained to select appropriate music for liturgical celebrations.

### 1. *Nuptial Mass or Liturgy of the Word*

When both the bride & the groom are baptized Catholics they will normally be married in the context of a Nuptial Mass. In the case of a Catholic marrying a non-Catholic, Mass may not be celebrated. In these situations, the Liturgy of the Word will be celebrated followed by the Rite of Marriage.

### 2. *Liturgical Planning*

All Couples must plan for the following:

#### a) Director of Music Ministries

All Couples must meet with the Director of Music Ministries at least six months before the ceremony to select music and to discuss musicians. Usually, all weddings have an organist/pianist and a cantor. Arrangements can be made for additional musicians.

#### b) Programs

St. Luke Catholic Church will prepare the program for each liturgy with information provided by the couple. This usually contains music for congregational worship in addition to information pertaining directly to the ceremony. Information must be submitted to the Director of Music Ministries no later than one month before the wedding. Program will be sent to a printer of the couple's choice, but should not be modified for content.

#### c) Lector(s)

During the ceremony, there are two Scriptural readings and the prayers of the faithful (petitions) to be read. Couples may invite friends or family members to read, provided that they are baptized Christians. Lectors need to attend the wedding rehearsal to familiarize themselves with the readings and the church.

#### d) Ushers

Generally, most couples choose the groom's attendants or other important friends and family to greet guests before the ceremony and to seat them. The bride & groom's families may also choose to greet guests as they arrive.

e) Art & Environment

All aspects of the art and environment (including floral arrangements, etc.) and use of the church property must be discussed with the Pastoral Associate or a parish priest. The Pastoral Associate will meet with couples at least 2 months prior to the wedding date to discuss this aspect of planning. This meeting is outlined separately in this packet.

At a Nuptial Mass, the following are also required for the liturgy:

f) Eucharistic Ministers

Ordained clergy are the ordinary (or normal) ministers of the Eucharist. In addition to any ordained clergy, there may be a need for Extraordinary Ministers of the Eucharist. Friends or family of the couple who are currently functioning as Extraordinary Ministers in their own parish may fill this function. The parish can also provide Extraordinary Ministers if necessary.

g) Gift Bearers

At a Nuptial Mass the bread and wine, which will become the Body and Blood of Christ, are presented in an offertory procession. At least two members of the congregation will be needed. Many couples ask their parents, or close friends, to fill this role.

h) Altar Servers

Two servers are needed for a Nuptial Mass to assist the priest in preparation of the altar for the Liturgy of the Eucharist. These servers must be previously trained to assist during the Mass. Some couples have friends or family members who are trained to be servers, but the parish can provide altar servers for the wedding mass for a small fee.

### *3. Time of Weddings*

Weddings can be scheduled any time after January 1 of the preceding calendar year (e.g. Jan 1, 2010 for a June 2011 wedding).

Saturday weddings are scheduled to begin at 2:30 pm. Only one wedding may be scheduled on a Saturday. Friday weddings are scheduled no earlier than 7 pm. Morning weddings are not scheduled at St. Luke in order to allow time for Funeral Masses.

For Saturday weddings, the church or chapel is available for preparation, the ceremony, photography, and clean up at the following times:

2:30 pm weddings – 1:00 pm to 4:00 pm

Arrival and departure times are confirmed with a parish priest or the Pastoral Associate.

By way of exception, weddings during the week will be considered at the discretion of the priests and parish staff.

**\*AN IMPORTANT NOTE\***

At times, funerals may be scheduled on a Saturday. For obvious reasons, these cannot be scheduled in advance. Please call the parish office on the Thursday afternoon prior to a Saturday wedding to see if a funeral has been scheduled for the day of the wedding. If none have been scheduled, the church or chapel, & Fr. Courtney room may be available for earlier or later decorating, photography, and clean-up time.

*4. Final Meeting with parish priest*

About 2-4 weeks before the ceremony, the couple will meet with the priest to finalize the details of the wedding ceremony plans as discussed with the priest, director of music, and pastoral associate. At this time they will finalize the readings, prayers, and blessings and discuss any other details outstanding.

It is also recommended that within 2-4 weeks of the ceremony the couple participate in the Sacrament of Reconciliation to be more fully open to the grace they will receive in the Sacrament of Marriage. This can be arranged to occur before or after this meeting.

*5. Rehearsals*

The wedding rehearsal is an important part of familiarizing the couple, their families, and other participants with the different aspects of the ceremony and the layout of the church. Rehearsals are normally held the night before the wedding and take approximately one hour.

For Saturday weddings, rehearsals are generally scheduled at 4:00 pm or 6:30 pm on the Friday evening before the wedding. The church and chapel are in use from 5:00-6:00 pm on Fridays for the rosary, Liturgy of the Hours, and daily Mass, and we ask that couples be respectful of this time for worship. Alternate times for the rehearsal may be arranged with the presider, provided that the church is available.

Usually the presiding priest will conduct the rehearsal. At that time, the couple should present him with their marriage license. To make full use of the presider's time, please make sure that all participants arrive on time to the rehearsal. Also, please **bring two copies of the program** to the rehearsal for the use of the presider.

The Pastoral Associate will conduct the rehearsal for weddings with a visiting priest.

Many couples schedule a rehearsal dinner after the rehearsal at St. Luke. It is recommended that you allow at least two hours between the starting time of the rehearsal and the starting time of the dinner. This will allow ample time for the rehearsal and for your guests to travel to the dinner.

**Rehearsal will start on time regardless of the attendance of participants and will not be shortened to accommodate a rehearsal dinner reservation.** Couples are also reminded that all participants in the rehearsal are traditionally invited to the dinner, from lectors and gift bearers, to the wedding party, and any clergy involved.

No food or beverages other than bottled water will be allowed on parish grounds during the rehearsal. No alcohol will be permitted on church grounds **at any time** and anyone under the influence of alcohol will be asked to leave the rehearsal.

### *6. Dressing*

The bride's room is located next to the day chapel in the building. It is equipped with a small bathroom, large mirror, hanging rack, and an ironing board for use by the bride and her attendants. Seating in the room is limited.

The Fr. Courtney Room is available for the groom and his attendants for use before the wedding ceremony.

Bridal parties dressing at the church are asked to remove all personal belongings from the room upon their departure. Please ask friends and families members to help with clean up, so that the bride & groom do not have to stay after the ceremony.

Hair and make-up artists **are not** allowed to perform services on church property. All personal grooming must take place before arrival at St. Luke. This includes nails. The wedding party may dress and make other minor preparations on site.

Only bottled water is allowed in these rooms, which must be cleaned and removed by the end of their use. **NO ALCOHOLIC BEVERAGES WILL BE ALLOWED ON CHURCH PROPERTY AT ANY TIME.**

### *7. Decorations*

Couples are welcome to decorate church property for their weddings, as it is a celebration! We simply ask that you keep the following in mind as you plan your wedding:

- Candles, flowers, or other decorations may not be placed on top of the altar, as this is reserved exclusively for the Eucharist. Flowers and other decorations can

be placed around areas of the altar, as instructed by the priest or Pastoral Associate.

- Certain items in the church are regarded as particularly sacred, such as the tabernacle, the baptismal font, and the altar. Please consult with a priest or the pastoral associate before making any plans to decorate these areas.
- Certain liturgical seasons will have more decorations in the Church. These have been arranged for the purpose of the entire parish worship and may not be taken down or replaced for a particular wedding. Please discuss with the priest or pastoral associate if your wedding falls during one of these times in the Church year.
- Aisle runners are not permitted in the church.
- Aisle posts & candles are available from the church for a fee, as outlined in the “Fees” section of this packet.
- For the send off of the couple, birdseed, rice & other such perishables are not allowed. If you choose, a send off can be arranged by ringing the church bells, or you may provide your own bubbles or flower petals (to be cleaned by the wedding party).
- Our maintenance staff will set-up the church environment for your wedding, exclusive of floral arrangements, photography equipment, etc. A set-up form will be completed by the Pastoral Associate at least one week prior to your wedding.
- All plans for decorating the church must be approved by a parish priest or the Pastoral Associate.

### *8. Clean-up*

The parish maintenance staff is responsible for simple clean up after the wedding. This does not include any wedding items (flowers, etc.) or any personal items of the wedding party. After the allotted time in the church, all items must be removed from the space, even if the reception is to take place at St. Luke.

The church environment must be returned to its original configuration after the wedding and prior to the next church service.

### *9. Photography*

Prior to the ceremony, the church space is available for photography. We ask that no church property be moved before the beginning of the liturgy as it is set specifically to aid in the celebration of your wedding. We suggest that photography be completed 30 minutes prior to the ceremony, as guests will begin to arrive at that time.

Photography is permitted during the liturgy with the following restrictions;

- Photos for an 2:30PM wedding must be finished by 4:00pm (to allow for preparation for 5:30pm mass)

- Photographers and video operators are reminded that these premises are worship area and ***must be treated with respect***.
- ***Courtesy and respect*** must be accorded anyone assisting in the liturgies, preparing the Church for service, or otherwise engaging in the work of the parish.
- Photographers and video operators ***are prohibited*** in the elevated altar area (sanctuary) and sacristy with the liturgy is in progress. Photographs may be taken of the bridal procession, if desired, in the back half of the Church seating area.
- The entire area at the front of the Church (i.e. the music platform, the elevated altar area (sanctuary), the statue of the Blessed Virgin, the open space in front of the congregational pews) is ***off limits*** during the ceremony. This includes the front pews in the middle of the Church/Chapel.
- Photographers may photograph in the center aisle after the bridal procession up to the last pew with seated guests. Photographers should not come in front of any guests in the center aisle to take pictures.
- Flash photography is not permitted for professional photographers during the ceremony itself with the exception of the processional and recessional.
- No photographs of the priest should be taken during the consecration of the Eucharist.
- The Church/Chapel ***must be restored*** to original order at the end of the wedding.
- Unless there is a schedule conflict, photographs or videos may be taken in the Fr. Courtney Reception Room. If there is another service in progress, the doors from the Fr. Courtney Reception Room to the Narthex must be closed at all times. Please note that if the Fr. Courtney Reception Room is needed, the Parish Office staff ***must be called*** to check on availability, since it is utilized for other functions.
- If aisle posts are in place for the liturgy, they ***may not be removed*** for picture taking.
- Failure on the part of photographers or video operators to comply with these guidelines or cooperate with the Church may result in being barred from future services at St. Luke Catholic Church

#### 10. Videotaping

Videotaping is permitted during the liturgy and there are certain areas in the church available for setting up tripods without disrupting the ceremony. Your videographer should bring his or her own supplies and cords. Restrictions on photography also apply to the videographer.

A CD recording of the audio for the entire ceremony can be made on the parish sound system and given to your videographer in lieu of additional microphones for the priests.

#### 11. Additional Notes

- Smoking is not permitted on church property
- Food & beverages, with the exception of bottle water, are not permitted in the Church, chapel, narthex, Fr. Courtney Room, or the Bride's Room.
- Alcoholic beverages are **never** permitted in the church, chapel, narthex, Fr. Courtney room, Bride's room or **anywhere** on parish grounds before, during, or after the ceremony.
- **NO ONE** under the influence of alcohol will be permitted in the church. Anyone who arrives intoxicated, including the bridal party, will be asked to leave.
- Late arrivals will be asked by the ushers to remain in the narthex until the processional is finished.
- Find a secure place for all of your valuables. We do not recommend leaving anything in cars or rooms.
- Please arrange to have someone remove your belongings after the wedding (unity candles, programs, guest book, etc.).
- Please choose attire for the bridal party with reflects the value of modesty. Shoulders should be covered and length of clothing should be carefully considered. Women's clothing should also include proper coverage of the back, midriff, and neckline.
- No animals are permitted in the church building at any time.
- Real flower petals may not be dropped during the ceremony. Synthetic petals may be used, but must be cleaned by the wedding party after the ceremony.
- Any children included in the bridal party must be of kindergarten age or older.
- Wedding guests should not use flash photography during the ceremony, so as to not interrupt the Liturgy.
- Receiving lines and/or dismissal of guests by pew are *not* allowed in the church.
- No decisions will be made without the express approval of either the bride or the groom.

### Director of Music Ministries

“A wedding is not a private affair or happening. Every marriage is an act of liturgy, of public worship. Because a sacrament is being celebrated, the church surrounds it with prayers and ceremonies to enhance its solemnity, to ask God’s special blessing, and to help this community appreciate more fully its sacredness and importance...”  
*(Wedding Liturgy: Policy and Norms, Archdiocese of Indianapolis)*

At least 6 months before the wedding ceremony **each couple must arrange a consultation with the parish Director of Music Ministries**. He will review the liturgy, music and set-up needs you have for the wedding liturgy. This consultation must take place about 3 months prior to the wedding.

All vocal music selected should be sacred in nature. Instrumental music should be sacred or drawn from the Classical repertoire. Popular, secular music, while perfectly suitable for the reception, is strongly discouraged from use in liturgy. All music must be performed live during the liturgy. St. Luke Catholic Church follows Archdiocesan music guidelines. The Director of Music ministries will provide guidance in this area.

The Director of Music Ministries normally plays the organ or piano for all liturgies. Additional instruments may be used, such as flute, oboe, trumpet, and various string instruments, as well as harp. While not required for a ceremony, the organ or piano must be used to accompany the sung responses if the wedding is in the context of a Mass. As well, a cantor from the church will be made available for a wedding Mass. Outside vocal soloists may fulfill the role of cantor, provided they exhibit the necessary skill and experience.

The St. Luke Catholic Church Director of Music Ministries has first right of refusal for weddings at St. Luke Catholic Church (organist/pianist). If couples choose to use a different organist/pianist for the wedding, a consultation fee will be charged for the preparation and services that the Director of Music Ministries provides. Couples using the Director of Music Ministries and parish cantor will be asked to sign a contract.

During the Wedding Mass, the Psalm, Gospel Acclamation, Eucharistic Acclamations, and Lamb of God are all normally sung. A guest vocalist fulfilling the role of cantor must be familiar with the Catholic Mass and its music. Guest musicians who will act as cantors must be accompanied by a separate organist or pianist.

Guest musicians are ultimately responsible for supplying musical scores for performance. St. Luke does have a fairly extensive library of music that will be made available for use. Photocopies of music are not legal and will not be accepted as musical scores.

Music stands and chairs are available for guest instrumentalists. As well, a music stand and microphone are available for guest vocalists.

The Director of Music Ministries will not be present at wedding rehearsals.

### Pastoral Associate

After the initial meeting with the priests, couples will work with the Pastoral Associate, who coordinates the details of the Wedding Mass. This is to insure that your preparations for the liturgy follow the guidelines of the Catholic Church and St. Luke Church and to assist you in making suitable choices for your wedding.

The Pastoral Associate is your main contact for any questions about the wedding you may have outside of marriage preparation and music planning.

At least two months prior to the wedding, the couple will meet with the Pastoral Associate to tour the church and to finalize all plans for the wedding. The Pastoral Associate will review all information on the ceremony with the couple and review what will be needed for the rehearsal.

At this meeting the following decisions will be made:

- Confirmation of the date/time of the rehearsal and wedding
- Reviewing the number of attendants and the possibilities for the bridal processional order
- Discussing the number of ushers needed to accommodate the expected number of guests.
- Information for those performing liturgical ministries
- Review of options for the announcement of the couple
- Review of options for decorating the church
- Advice pertaining decoration of the church during special liturgical seasons, feasts, or holy days
- Options for kneeling or standing during the wedding
- Seating options for the bridal party and the families
- Review of information for photographers, videographers, and other vendors
- Time frames for the rehearsal and wedding day, including arrival times
- Photography options before and after the ceremony
- Options for the bridal party to prepare & dress at the Church and available spaces, including arrangements for key pick-up
- Restrictions for floral arrangements, suggestions for flowers for mothers & honoring the Blessed Virgin
- Options for the set-up of the guest book, programs, etc
- Layout of the program, prepared at St. Luke, which can be sent to a printer of your choice
- Seating arrangements for guests and reserved seating areas
- Options for lighting, including aisle posts, etc.

- Detailed explanation of options for the processional and recessional
- Options for attendants, families, and groom to greet guests before the wedding
- Options for dismissing guests
- Discussion of items needed for the rehearsal
- Review of requirements, policies, and procedures of St. Luke Catholic Church pertaining to the couples wedding
- Tour of the church facilities to be used during the wedding
- Answers to any questions that the couple may have

The Pastoral Associate will facilitate the rehearsal for all weddings with visiting clergy. She will oversee the rehearsal and review with the bridal party all duties they will have, including the schedule for the wedding day and the parish's policies for weddings.

Couples who choose to use an outside paid wedding coordinator will still work with the Pastoral Associate throughout the planning process and the rehearsal. Wedding coordinators will need to discuss all plans for the ceremony with the Pastoral Associate should direct all questions to the Pastoral Associate and not to clergy. This is to streamline the planning process for our brides and grooms. Please be reminded that St. Luke Catholic Church will not regard decisions as final until express approval is given either by the bride or groom to our staff.

## Fees

*So, how much does a wedding cost at St. Luke Catholic Church?*

### **Fees Payable to outside institutions**

#### Marriage Preparation

Total Preparation.....		\$315-335
Sponsor Couple Program (P.R.E.P.A.R.E. Inventory)	\$ 35.00	
Tobit Weekend Retreat at Fatima Retreat House	\$ 280.00	
(Pre-Cana Class may Substitute for Tobit - \$40.00)		
Optional Natural Family Planning Class*	\$ 20.00	

\* NFP has four classes per session, costing \$75.00 for all four classes.

### **Suggested Donations**

#### Church Rental\*

Suggested Parishioner Donation.....	5% of total wedding cost
Suggested Non-Parishioner Donation.....	\$1200
<i>(payable to St. Luke Catholic Church one month before the wedding)</i>	

#### Priest Honoraria\*\*

Suggested Donation.....	\$150 for preparation priest
Suggested Donation.....	\$150 for presiding priest
<i>(payable to the priest[s] involved, given at any time)</i>	

\*It is customary for the couple to give a donation to the parish on the occasion of celebrating the sacrament of matrimony.

\*\* It is customary for the couple to give a donation to the presider as well as the priest who helps to prepare the couple for marriage. This is a suggestion, as often many couples ask for guidance.

### **Fees payable to St. Luke Catholic Church**

*(due one month prior to the wedding due to the parish office)*

#### Music & Liturgy Fees

Consultation Fee*.....	\$100
Church organist/pianist**.....	\$125
Church Cantor.....	\$85
Altar Servers***.....	\$10/person

Aisle Posts & Candles.....\$90

\* All couples are required to have a music consultation with the St. Luke Catholic Church Director of Music Ministries at least 6 months prior to the wedding

\*\* Additional fees may be added based on services asked of organist/pianist

\*\* Fees for outside musicians are the responsibility of the couple and will not be handled through St. Luke Catholic Church

\*\*\* Altar servers are necessary for a Nuptial Mass only

### Wedding Receptions

The Parish Hall is available for wedding receptions. A separate rental fee is required. Please see the parish secretary or business manager for fees and availability.

### Refund Policy

From time to time, the couple may cancel a wedding due to unforeseen events, such as illness. In these cases, please contact us to discuss a possible refund for fees or services that have not yet been provided.

### Contact Information

St. Luke is here to make your wedding day a grace-filled moment and we welcome your questions at any time. To set a meeting with a priest, please call our parish office at (317) 259-4373

To set up an appointment with our Director of Music Ministries, or for any music related questions, please contact:

Mr. John Gendvilas  
Director of Music Ministries  
(317) 259-4373 ext 227  
[jgendvilas@stluke.org](mailto:jgendvilas@stluke.org)

For any other questions concerning your wedding at St. Luke Catholic Church, please contact our pastoral associate:

Mrs. Shannon Schmidt  
Pastoral Associate  
(317) 259-4373 ext 218  
[sschmidt@stluke.org](mailto:sschmidt@stluke.org)

Congratulations, again, and enjoy this wonderful time in your life!

St. Luke Catholic Church Wedding Policy Agreement

We have ***read, understand, and accept*** the policies and procedures for marriage preparation and celebrating our Wedding Liturgy at St. Luke Catholic Church. We will share this information vendors, family, friends, and guests at our wedding as it pertains to them and hold these parties accountable to abide by the policies as set out by St. Luke. We acknowledge that all final decisions must be approved by either the bride or groom and will be enacted by St. Luke staff according to those wishes.

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Groom

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Date

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Bride

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Date

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Priest or Pastoral Associate

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Date