



Wedding Guidelines

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Introduction

Dear Friends,

The community of St. Joan of Arc shares your joy as you prepare for your marriage and your wedding ceremony. It is our desire to help you prepare for your wedding day and for a long and happy life together.

This booklet was prepared to assist you as you plan for your wedding in our church. Your wedding will be a most important event in your life. We hope that it will be a joyful moment of grace for you, your families, and your friends.

Please review these wedding guidelines carefully so that your wedding will be a joyous occasion for all who will be with you on your wedding day here at St. Joan of Arc Church.

May God bless you with joy, happiness, and peace throughout your marriage.

The Parishioners and Staff of St. Joan of Arc

Wedding Guidelines for Non Parishioners

St. Joan of Arc is a beautiful church and we are happy to share her as our schedule allows, providing your ability to adhere to our guidelines.

Before we are able to confirm a wedding date here, we need a letter from your Pastor/Priest confirming the following:

- You are a registered member of a Catholic Church & your parish grants permission for you to be married here;
- Your Pastor/Priest will officiate your wedding; the Pastor of St. Joan of Arc limits his celebrations to Parishioners of St. Joan of Arc;
- Annulments must be completed prior to scheduling a wedding
- That your Pastor/Priest will be responsible for all necessary paperwork and for providing a marriage preparation program.
- The appropriate fee has been received by St. Joan of Arc Church.

Wedding Guidelines for Parishioners

The Catholic Church recognizes the importance of good marriage preparation programs as a means for helping engaged couples begin their marriage on a strong foundation. St. Joan of Arc Church shares this view and is committed to working with our engaged couples through our marriage preparation program. Our program includes the following:

An initial interview with the priest you want to officiate your wedding to discuss your preliminary marriage plans. Registered parishioners must do this at least six months prior to the date you wish for your wedding. Annulments must be completed and granted prior to scheduling a wedding. It is during this first meeting that a date for your wedding will be confirmed.

At this first meeting, you will be asked to identify your church of baptism. Our parish secretary will contact the church where you were baptized for a notated baptismal certificate.

Materials pertaining to the wedding ceremony will be given to you so that you can begin the process of planning your ceremony. Final plans for your wedding ceremony will be made during the second meeting with the priest who will officiate your wedding.

Between meeting with the priest and the wedding, you will accomplish the following:

1. Tobit Weekend Retreat: The weekends are held at Fatima Retreat House. A copy of the Tobit brochure will be given to you during your initial interview with the priest who will be officiating your wedding.

or

Pre-Cana Program: This program is offered through the Archdiocese of Indianapolis. Informational materials will be provided. Or another program is “One in Christ” which is also offered by the Archdiocese.

2. “Prepare” Marriage Program with a St. Joan of Arc “Sponsor Couple.” The details of this program will be discussed during your initial meeting.
3. Complete the NFP (Natural Family Planning) course.

A Second Meeting with the Priest: This meeting will provide you to review your experience with your marriage preparation and to begin the planning process for your wedding ceremony. The priest will review the ceremony with you so that clear and appropriate liturgical plans will be developed prior to your rehearsal.

***If you move from our parish during the period prior to the wedding, we will require a letter of permission to marry from your new parish. Additionally, you will be considered a nonparishioner and will need to pay the additional nonparishioner wedding fees.*

Planning Your Wedding at St. Joan of Arc

Scheduling a Wedding

The initial contact is to be made by either the bride or the groom. The church staff works only with the bridal couple (no family members or outside wedding coordinators).

There are no holds placed on dates and dates are not scheduled until all of the appropriate paperwork and fees are received in the Parish Office.

Dates and Times of Weddings

Weddings at St. Joan of Arc Church are celebrated on Saturdays (excluding the seasons of Advent and Lent) at either 11:30 am or 2:30 pm.

- There are no Friday weddings.
- There are no Saturday evening weddings.
- You will have a three-hour block of time at the Church, 10:00 am to 1:00 pm for an 11:30 wedding or 1:00 to 4:00 pm for a 2:30 wedding.

Rehearsals

Rehearsals are held on Friday evenings prior to the wedding ceremony and are to last no longer than one hour. Because of our Mass schedule, rehearsals are scheduled from 6:30 pm to 7:30 pm. If a wedding is scheduled at 11:30 am, that rehearsal will be at 4:00 pm.

Fees

Parishioners: \$800 church & marriage preparation

*due within 30 days of scheduling

Parishioners: \$100 marriage preparation only

Non-Parishioners: \$1800 *due at scheduling

Fees include:

\$250.00: Organist

\$150.00: Cantor

\$150.00 Wedding Hostess

Not included in the fee:

- Each additional musician: \$150.00
- Altar Server: \$20.00
- Priest's stipend: minimum of \$100 is suggested, or more depending on travel, time invested, etc. Please gift that directly to the presiding priest.

Attendants

Attendants limited to 8 for the bride and the groom.

This number is to include the Maid/Matron of Honor and the Best Man

Flower girl and ring bearer must be 4 years old or older.

Decorations

As you begin planning decorations for your wedding, please confer with your priest, parish secretary or

wedding hostess so that your decorations do not conflict with the liturgical environment of the Church. As a general norm, based upon the beauty of St. Joan of Arc Church, extensive use of flowers and decorations are unnecessary. Flowers are prohibited on the high altar.

Seasonal decorations, flowers, banners that are in place for a particular, Liturgical season will remain in place.

Only dripless candles or candle stands/holders that will prevent wax from spilling may be used. If a unity candle is used, please provide a pillar candle with side tapers in a holder.

Plan floral arrangements and their placement so they will not interfere with the movements of the priest, of the wedding party, nor with visibility for the assembly. Delivery of flowers are to be scheduled no earlier than 10:00 am for an 11:30 am wedding and 1:00 pm for a 2:30 wedding. Flowers placed for Mary are to be left. If you want to keep your floral arrangements, they must be removed the day of the wedding before 4:00 pm.

Decorations for individual pews may not be attached with wire, tape or materials that will leave marks, residue or damage the wood.

The use of an aisle runner is prohibited due to safety concerns. Artificial flower petals may be dropped but must be removed by the wedding party before leaving.

Because of maintenance concerns, the use of rice birdseed, confetti etc., is prohibited inside or outside of

the Church. Blowing bubbles or ringing bells are popular alternatives.

Photographs & Video

The Church may be used before and after the ceremony for photographs, time permitting. Experience has shown that it is better to have all (or at least most) of your pictures taken before the wedding ceremony

If your photographer needs to set up a special area to take pictures prior to the wedding, you are asked to use the “child care room” located on the second level above the Chapel. Equipment and accessories may not be stored in the Chapel.

The use of all camera and video equipment must be unobtrusive during the ceremony. Photographers may use the main aisle during the entrance procession. All other photographs and videos must be done within the side pew sections. No photography equipment may be placed behind the altar rail.

Dressing Areas for Attendants

Brides and bridal attendants may use the bridal room located in the southwest area of the Church. Grooms and groom’s attendants may use the child-care room above the Chapel. Personal belongings may not be stored in the Chapel.

Plan to designate someone from your family or wedding party to be responsible for removing all personal items from the designated dressing and gathering areas following the wedding. Please remind the wedding party that all areas need to be left in the condition in which they were found

Dismissing Guests After the Wedding Ceremony

Due to time constraints, it is not possible to allow row by row dismissal of your guests. Greeting individual guests should take place at the reception hall, not in the Church.

Special Restrictions

All Alcoholic Beverages are Prohibited.* Smoking is Prohibited on Church Property. Food is Not Permitted in the Church.

**Consumption of any alcohol on Church property will result in cancellation of the wedding and forfeiture of any fees paid.*

Wedding Hostess

A St. Joan of Arc Wedding Hostess will be assigned to your wedding and will be available during the rehearsal and the wedding to assist in any way that will be of help to you. Your Hostess will contact you at least 30 days prior to your wedding to review any needs that you may have.

Liturgical Music

Appropriate music which is chosen, planned, and provided for your wedding will greatly enhance the ceremony. In order to achieve good liturgical music for your wedding ceremony, we would ask engaged couples to contact our Director of Music Ministries who can help coordinate all facets of liturgical music. All music at weddings must be in accordance with the liturgical guidelines of the Archdiocese of Indianapolis. The Director of Music Ministries can assist in providing organists, cantors, or other musicians. You are welcome to use your own music ministers with the approval of the Saint Joan of Arc Director of Music Ministries. All music chosen for weddings must be approved of by the Director of Music Ministries and Pastor of Saint Joan of Arc. The organist, cantor, and musicians do not attend the wedding rehearsal.

Wedding Music Planning Guide

Places for Music during a ceremony **with Eucharist**
(*indicates required music, all others are optional):

Prelude

Air on a String G - Bach

Larghetto - Handel

Seating of the Mothers

Jesu, Joy of Man's Desiring - Bach

On this Day, O Beautiful Mother - Lambillotte

Hail Mary: Gentle Woman - Landry

Procession (Bridesmaids)

Canon in D - Pachelbel

Psalm 19: The Heavens Declare - Benedetto Marcello

Procession (Bride)

Trumpet Voluntary – Jeremiah Clarke

Trumpet Tune in D - David Johnson

***Gloria**

Storrington Mass (Revised 2010 Edition)

Mass of Creation (Revised 2010 Edition)

*** Psalm Response (after 1st reading)**

Psalm 98: All the Ends of the Earth - Haas

Psalm 103: The Lord Is Kind and Merciful - Haugen

Psalm 128: Blest Are Those Who Love You - Haugen

***Alleluia (Gospel Acclamation)**

Celtic Alleluia – C. Walker

Lighting of the Unity Candle

The Servant Song - Gillard
Prayer of St. Francis - Sebastian Temple
Wherever You Go - Weston Priory

Preparation of Gifts

Here I Am Lord - Schutte
You Are Mine - Haas
The Irish Wedding Song - trad.
Where There Is Love - David Haas

***Mass Acclamations (Holy, Memorial Acclamation,
Amen, and Lamb of God)**
Storrington Mass (Revised 2010 Edition)
Mass of Creation (Revised 2010 Edition)

Communion (choose two)

One Bread, One Body - Foley
Gift of Finest Wheat - Kreutz
Supper of the Lord - Rosania
Taste and See - Moore
I Have Loved You - Joncas
Panis Angelicus - Cesar Franck

Marian Devotion

Ave Maria - Schubert
Ave Maria - Bach/Gounod

Recessional (choose two)

Wedding March - Mendelssohn
Allegro Maestoso (from Water Music) - Handel
Rondeau - Mouret
Ode to Joy - Beethoven

Places for Music during a ceremony **without Eucharist**
(*indicates required music, all others are optional):

Prelude

Air on a String G - Bach
Larghetto - Handel

Seating of the Mothers

Jesu, Joy of Man's Desiring - Bach
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Thank You for considering our sacred church as the venue for your wedding liturgy. We are here to help make this special and blessed day, beautiful and memorable for you and your guests.

Wedding Scheduling & Preparation:

Judy Cox

jcox@sjoa.org

(317) 283-5508

Director of Music Ministries

Joe Burrows

jburrows@sjoa.org

(317) 283-5508 ext 1121

We acknowledge receipt and acceptance of these wedding guidelines.

Bride's Signature

Date

Groom's Signature

Date



