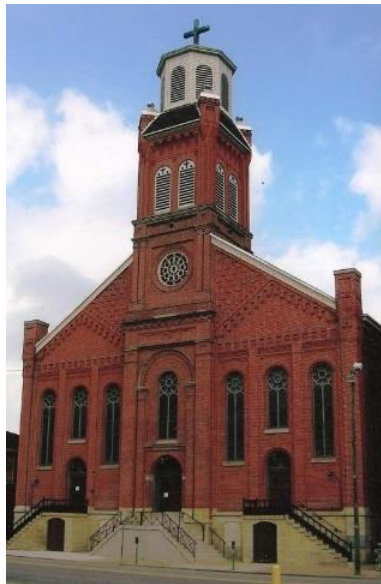


# CELEBRATING YOUR MARRIAGE

at



## ***SAINT ALPHONSUS CHURCH***

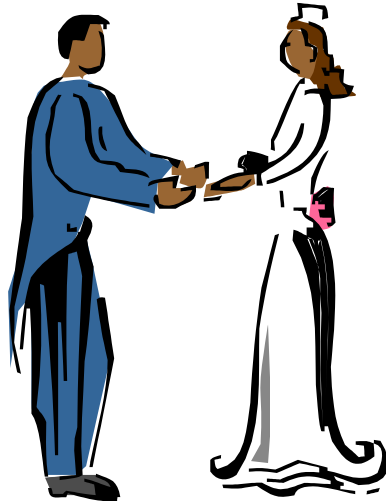
*2111 Market Street*

*Wheeling, WV 26003*

*Phone: (304) 232-4353*

*Fax: (304) 232-1993*

***ENJOY YOUR WEDDING PREPARATIONS  
AND YOUR FUTURE WEDDING AT THE  
HISTORIC AND BEAUTIFUL  
ST. ALPHONSUS CHURCH***



## **ST ALPHONSUS CHURCH**

Saint Alphonsus Church is a Catholic Church of the Diocese of Wheeling-Charleston. It is an appropriate place for the celebration of Marriage. It is the sacred place where many important religious events in the life of the catholic (Baptism, Confirmation, Holy Mass, Funerals, etc.) are celebrated.

The following policies and guidelines have been prepared so that all intending couples wishing to plan a wedding at Saint Alphonsus Church may do so in conformity with the Church's understanding of Christian Marriage. Consequently, they are guides towards preparing a celebration that is festive, prayerful and appropriate to the dignity of our Church.

If the wedding is at the Church of the Faith of your intended spouse other than St. Alphonsus, please arrange to meet your local parish priest. This is very important for your marriage to be considered valid by the Catholic Church.

### **PLANNING THE LITURGY OF MARRIAGE**

1. Wedding celebrations are to be designed so that active participation of the assembly is both positive and encouraged. The liturgy itself should be expressive of the faith of the couple and is to be carried out with grace, taste and the solemnity and dignity befitting liturgy in Saint Alphonsus Church.
2. The couple should meet with the priest or the deacon delegated by the pastor to plan the liturgy, selecting from the many options within the Ritual for Marriage those which express their own prayer and faith commitment. The couple may make decisions about the selection of readings and offer suggestions concerning the prayers, blessings, music and special ceremonies within the rite.
3. Friends and relatives of the couple may participate in the Liturgy in the roles of reader, server, cantor or other minister, if they so desire and if they are experienced in the ministry they seek to exercise.
4. An excellent way to ensure that your relatives and friends participate actively in your wedding celebration is to provide them with a wedding ceremony booklet.

5. Check with the parish Director of Music for the music and/or arrangement for other musicians or vocalists.
6. Unity Candles are not used.

## **TIME FOR REHEASALS**

1. Rehearsals are normally scheduled on Fridays. The scheduling of rehearsals will take place on a first come, first served basis. Arrangements for a rehearsal should be made with the scheduling of a wedding time and date. Photographers and Musicians are required to attend the rehearsal!
2. Music rehearsal(s) prior to the wedding must be scheduled with the parish secretary.

## **DECORATIONS**

1. Flowers and other decorations for the wedding are to be selected and purchased by the couple. Proper care for worship space and decorum within the Church must be maintained. With this set of policies is a list of regulations for your florist. Please see that the florist is given this list. These regulations must be observed.
2. We request that flowers used on our flower stands remain in the Church after the ceremony. The flowers will not only enhance our sanctuary for the weekend Masses but will also visibly share with the community the celebration that has taken place.



## **DON'TS AT ST. ALPHONSUS CHURCH**

1. Throwing of rice or bird seed **are prohibited** inside or outside the Church. Balloons should remain outside the Church, if used.
2. Photographic equipment of any kind is not permitted in the sanctuary during the ceremony.
3. Other than the Peace flowers, no decorations may be placed on the altar, or in front of it.
4. Our Church's main aisle is tile. For this reason the use of an aisle cloth is prohibited.
5. Attaching pew decorations with tape, glue, tacks or any abrasive materials that destroys the pews is prohibited. Pipe cleaners or rubber bands are normally used to attach pew decorations.
6. Do not leave flowers or flower petals in the center aisle after the wedding.

## **DRESSING ROOMS**

1. Plenty of rooms are available for dressing in Columbia Hall in the basement of the Church. Usually the bride and bridesmaids use this downstairs area while the groomsmen normally stay upstairs in the lobby near the stained glass window.
2. **However, all valuables should not be left unprotected.** It is the responsibility of the bridesmaids and the groomsmen to have everything out of the dressing rooms by the start of the wedding. Anything valuable left in these rooms when the wedding begins are at your own risk and may be discarded.
3. All floral boxes and other items are to be disposed of in the dumpster located in the parking lot at the right corner of Saint Alphonsus Rectory.
4. There are rest rooms for both men and women upstairs near the stained glass entry and downstairs in Columbia Hall.

5. There is a handicap accessible ramp going into the Church from the parking lot and an elevator just inside the double glass doors.

## **TAKING PHOTOGRAPHS**

1. Posing for pictures in the Church is permitted **after** the ceremony provided it is completed quickly and efficiently. Church lights will be turned off at 2:30 p.m. in preparation for the Sacrament of Confession and the Saturday evening Mass.
2. The priest or deacon will be able to inform the photographer if there is a need to have the Church vacated quickly due to other needs.
3. Under usual circumstances, the photographer should be informed that one-half hour is the limit for pictures after the service.

## **PARKING**

1. Saint Alphonsus Church has a parking lot. However, if additional parking is needed, arrangements can be made with the city for street parking.
2. There are parking spaces reserved for the handicapped near the Church entrance.
3. Do **NOT** use the parking lot across the street. You will be towed!

## **FEES**

1. For those who are regular and participating members of the parish for one year the fee is \$250.00 for Church use. For all others the fee is \$500.00. These costs include the use of the Church, necessary utilities and custodial fees.
2. For services rendered during the PRE-MARITAL PREPARATION: the pre-marriage interviews, discussion, instruction, rehearsal and the actual wedding, the usual stipend for the priest or deacon is \$100.00.

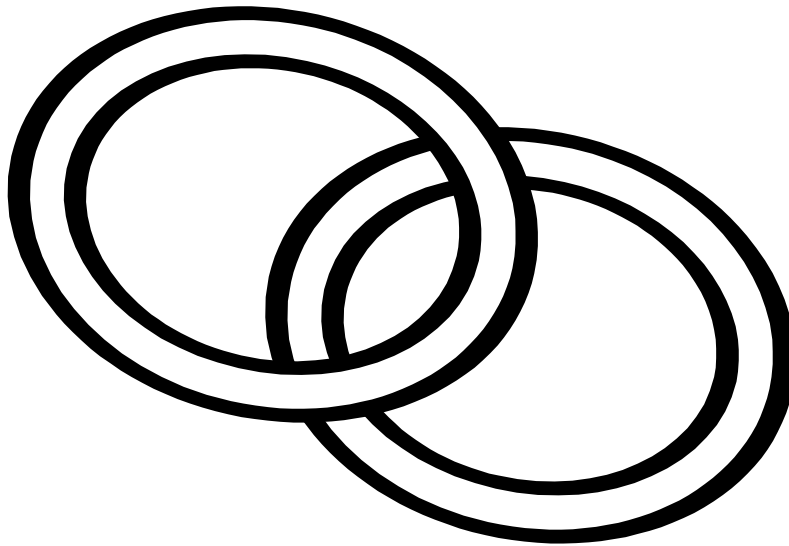
3. It is customary to give each altar server a cash gift if servers are used.
4. The Director of Music has an appropriate schedule of fees for the musicians and vocalists. These stipends are normal and prevailing for the marketplace and include additional compensation if specific rehearsals are necessary. The usual stipend for a single musician is \$150.00. Please feel free to discuss this matter when music selections are being made.
5. Fees for the Church and musicians are due no later than one week PRIOR to the wedding. The Church Office is open Monday through Friday, 9:00 a.m. to 3:30 p.m. Notification will be received if additional fees are necessary after the wedding has taken place.
6. Beverly Pockl our Parish Vocalist will lead and end all singing during the wedding ceremony. Another vocalist may be used with the Pastor's approval.

## **WEDDING MUSIC**

1. A Church wedding is not only a very personal event but also a Sacrament of the Church. As such, the religious nature of the ceremony must be carefully preserved. However meaningful some music may be to the couple personally, the principle that governs its sacredness and acceptability is the religious aspect of the wedding as distinct from the reception for family and friends.
2. The music used must be chosen from the music list also shown on the St. Alphonsus web site, appropriate for the assembled congregation's worship, and suitable for the intent and action of the particular wedding ceremony.
3. Popular and secular music, such as Broadway and film music, top 40 songs, etc. is not appropriate. The Wagner and Mendelssohn wedding marches have not been used traditionally in the Catholic Church. Once again, the Director of Music will be able to assist you.



4. Many couples wish to have particular vocalist(s) or instrumentalist(s) to perform at their wedding. This, of course, includes the organist. Often these people are family or close friends. This is usually acceptable but to assure proper arrangements are made the couple must first contact the Director of Music and arrange a meeting between the musicians of their choice and the Church Music Director. The Church Music Director is responsible for the scheduling of ALL musicians and vocalists.
5. This procedure must be followed in order to fully understand all requirements and procedures for equipment, instruments, sound system and rehearsal expectations and scheduling.





# REGULATIONS FOR FLORISTS

St. Alphonsus Parish  
2111 Market Street  
Wheeling, WV 26003  
304-232-4353

1. For safety reasons, the use of an aisle cloth is prohibited.
2. Standing candelabra may be used. However, the florist must provide plastic drop cloths under these stands. Hurricane globes must be used, because the drafts from the heating and cooling system invariably cause the uncovered candles to drip.
3. The Flower girl may drop flowers or flower petals as she walks down the Church aisle, but these must be removed immediately after the celebration as the church will be preparing for Mass.
4. Standing candelabra and other decorations must be picked up by the florist within an hour after the wedding.
5. Decorating may be done two hours prior to the start of the wedding. If other events are taking place in the church prior to the wedding, the time permitted may need to be reduced. The celebrant of the wedding can assist with the specifics.
6. No tape, tacks, nails, screws or abrasive materials may be used on the pews or chairs. Pipe cleaners or rubber bands are normally used to attach flowers to the pew ends or chairs.
7. Chair or pew bows may be used but not fastened with tape, tacks, nails, screws or abrasive material of any kind. Care must be used as to not scratch, soil or tear the material on the chairs or the wood of the pews.
8. No decorations may be placed on the altar or in front of it.
9. Flower stands are available. We invite our couples who use these stands to leave the flowers after the ceremony for use during our weekend Masses.

**PLEASE GIVE THIS COPY TO YOUR FLORIST TO AVOID PROBLEMS THAT ARISE WHEN THE FLORIST IS UNAWARE OF THESE REGULATIONS**

# REGULATIONS FOR PHOTOGRAPHERS

St. Alphonsus Parish  
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1. We welcome photographers at weddings, both for still photographs and videotapes. However, the photographer should come to the wedding rehearsal to see the priest or deacon prior to the wedding to see if there are any specific instructions. Each celebrant may have particular regulations.
2. The Photographers should try to be UNOBTRUSIVE and not stand in the way of the bridesmaids and groomsmen as they come down the aisle for the wedding procession. The photographer must not inhibit the flow of the celebration and should try to be as UNOBTRUSIVE as possible during the wedding ceremony or Mass. The Catholic Wedding is the celebration of a Sacrament and thus a sacred ceremony. It is not the production of a photograph album or of a videotape.
3. The Photographers, still or video, may never, AT ANY TIME during the ceremony or Mass be in the sanctuary area. The sanctuary is the area elevated by a step in the center of the church.
4. When the Scriptures are being proclaimed from the pulpit or the homily is being shared, the photographers must sit and be silent.
5. Photographer(s) must be out of church with all their equipment one-half hour after the wedding ceremony is over. Please do not cause embarrassing situations by deciding to stay "for just one more shot!" The entire wedding party must leave the church after this photo session. If more pictures are desired, we might suggest additional photos be taken at the reception. Church lights will be turned off at 2:30 p.m. in preparation for the Sacrament of Confession.

**PLEASE GIVE THIS PAGE TO YOUR PHOTOGRAPHER(S), BOTH STILL AND VIDEO WHEN YOU MAKE ARRANGEMENTS WITH THEM**