

*Celebrating the Sacrament of Marriage
at Old Saint Joseph's Church*



OLD SAINT JOSEPH'S CHURCH
PHILADELPHIA, PENNSYLVANIA

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Welcome

Dear Friends:

Congratulations on your engagement! Your decision to enter into the relationship of married life is a serious one, and it serves as a wonderful sign of hope and strength to the faith community of Old St. Joseph's Church (OSJ).

Your decision has been reached after much discernment and prayerful thought, but it is just the first step in the process of building a successful marriage. The community at OSJ, along with your family and friends are prepared to support and encourage you in the celebration of your wedding, as well as in your life-long commitment to each other.

The time of engagement is an important period that allows you to deepen your love and prepare for the rest of your life together. In this time your commitment to one another will grow by working together in preparation for the celebration of your wedding and looking closely at the realities of marriage. It is a time for richer dialogue, greater trust and fuller sharing of your deepest and more personal hopes, dreams and values.

The pastoral staff at OSJ offers you our encouragement and prayers as you prepare for the celebration of marriage. Marriage is a sacrament of the Church, and so, it is our desire that your wedding be a profoundly spiritual experience where your witness may truly become a model and reflection of the immense love that Jesus Christ has bestowed on all the Church.

The following guidelines are intended to assist in a joy-filled, reverent and prayerful celebration of the Sacrament of Marriage within the context of the Church's prayer. These materials are meant to help you prepare not only for the wedding day, but for *marriage*, a lifetime experience of hope and joy, a faithful promise you have both chosen to offer and receive "in good times and in bad, in sickness and in health, to love and honor each other all the days of your lives!" We ask you to take the time to read these materials carefully as they have been prepared to help you in planning, as well as to promote clarity regarding the expectations and requirements for weddings at OSJ.

We look forward to working with you as you embark on this great journey. We are committed to working with you as you prepare to celebrate your wedding day and beyond.

With warm regards,

Rev. Walter Modrys, S.J., Pastor

Rev. Edward O'Donnell, S.J., Parochial Vicar

Mark Bani, D.M.A., Director of Music and Organist

General Information

GENERALLY THE CHURCH IS AVAILABLE FOR WEDDINGS

- Fridays between 2:00 p.m. and 6:30 p.m.
- Saturdays between 10:00 a.m. and 5:00 p.m.

TIMES WHEN THE CHURCH IS NOT AVAILABLE FOR WEDDINGS

- Sundays
- Palm Sunday through Easter Sunday weekend.

GENERAL TIMELINE

- Inquiries are to be made at least 9 months before the wedding.
- After the parish receives the couple's declaration of common understanding, information sheet, and a non-refundable deposit, the wedding date and time will be held until 60 days before the wedding. The wedding rehearsal time is also confirmed at this time.
- Couples are then required to attend an approved Pre-Cana program.
- Once the couple submits a Certificate of Completion and the remaining deposit balance, the date and time are secured up to the time of the wedding.
- Approximately two months prior to the wedding and after Pre-Cana has been completed, the couple will meet with a priest to complete the marriage preparation.

PRIEST-PRESIDER

Ordinarily, one of the OSJ priests will preside at your wedding celebration, receiving your consent in the name of the Church and imparting to you the Church's blessing. However, you are free to ask another priest who is not a member of the OSJ staff to preside. If you wish to have a visiting priest preside, provide that person's full name, address, and telephone number to the OSJ priest who is assisting you as soon as possible. Church law requires that this visiting priest be authorized by the OSJ pastor to preside at your wedding and, as a condition for delegation, he must have his bishop/superior attest in writing that he is a priest/deacon in good standing. A deacon relative/friend may assist at the celebration, but the priest receives the vows. We expect any visiting priest to follow OSJ's requirements and practices contained herein. Also, any gift or stipend is additional and offered at your discretion.

Wedding Fees

Old Saint Joseph's Church is a vital urban parish providing for the spiritual and ministerial needs of its people and the surrounding community. It is a jewel-like setting for your wedding day, the heart of your faith life, the center for liturgical celebrations and the sacraments. Your wedding fee assists in covering the expenses incurred by the parish in helping you to celebrate your wedding day, such as the maintenance and upkeep of the historic church building (including heating and air conditioning), cleaning of the church and grounds before and after your wedding, and many hours of priest and staff time and paperwork needed to prepare and celebrate well the many aspects of your wedding. All of this contributes toward making your wedding day as meaningful and memorable as possible, so your generosity is greatly appreciated!

FEE SCHEDULE (*standard for all weddings*)

Church: \$1500

A \$300.00 non-refundable deposit is required at the time of reserving the wedding date. The balance of the church fee less the deposit will be refunded if the wedding is cancelled 60 or more days before the ceremony. *Please note: The stipend for a visiting priest is **NOT** included in the wedding fee schedule.

Musician: Please refer to the section "Planning Music for the Marriage Celebration" on the parish website under *Weddings* for a schedule of fees.

Required Documentation

You have chosen to witness your mutual promises of love and fidelity in the Catholic Church, and your faith is an important determining factor in how you will enter into this intimate relationship of marriage. The Church is responsible for discerning your intentions and capacities for making this promise, and is required to assemble various documents.

Once your Pre-Cana program is complete you will meet with a priest at least two months prior to the wedding date to assemble your file (the "wedding paperwork"), complete the Prenuptial Questionnaire, and be interviewed to determine your freedom and intention to marry.

Before you can be married, you will need to submit:

1. **Baptismal Certificates:** If you are a baptized Catholic, you should contact the parish where you were baptized and ask for a certification of your Baptism that is dated no more than six months before your planned wedding. That parish will be familiar with this sort of request and should be able to send you the document within a couple of days. When you receive the certification, forward it promptly to the OSJ priest who is preparing you

for your wedding. OSJ will keep this certificate in your wedding file in the parish archives. If you are a baptized Christian, but are not a Catholic, you should obtain some proof of baptism, e.g., a letter from the church showing that the baptism was recorded, a certificate of baptism, etc. Send this to the OSJ priest as soon as you receive it.

2. **Witness Declarations:** Each of you must provide to the OSJ priest two written declarations by two different witnesses that you are free to marry your intended spouse. The OSJ priest will give you forms to use for this purpose. The witnesses should be members of your immediate family or other persons who have known you well through your adult years. The witnesses need not be Catholic. The declarations should be signed by the witness and dated, and the signing should be attested by a Catholic priest/deacon at any convenient rectory location. OSJ will keep these declarations in your wedding file in the parish archive. Note the inter-diocesan procedure on the bottom of the form, if that applies.
3. **Pre-Nuptial Investigation:** The OSJ priest who is preparing you for your wedding will question each of you individually regarding your freedom to marry and your understanding of the nature and requirements of a Catholic marriage. The priest will ask each of you to sign the completed questionnaire. OSJ will keep the completed questionnaire in your wedding file in the parish archive.
4. **Permissions & Dispensations:** Catholic Church law imposes certain requirements that must be met before any wedding is valid and lawful. These requirements are designed to protect the high value that the Church has for Christian marriage. If a couple who desires a Catholic marriage cannot meet any one of these requirements, the couple may have to obtain a dispensation, or exception, to the requirements. For instance, if a Catholic wishes to marry a person of another faith, the Catholic must request a dispensation from the local bishop. As part of the request, the Catholic party to such a marriage reaffirms his/her commitment to the Catholic faith and his/her intention to remain in that faith, and promises to do what he/she can short of causing harm to the marriage relationship to raise any children of the marriage as members of the Catholic community. The OSJ priest who is preparing you for your wedding will determine whether you need any dispensation and, if so, will help you request it. If you need a dispensation, you must obtain the dispensation before your wedding can take place.
5. **Civil License:** Every couple who desires to be married in the State of Pennsylvania must obtain a State license from a local County government office. You must present this license to the priest who is preparing you at your wedding rehearsal.
6. **Declaration of Nullity:** A *Declaration of Nullity* must be provided at the time of your reservation in order to demonstrate that you are now free to re-marry in the Catholic Church. This applies to all forms of previous marriage, whether by a judge, by a religious leader in another faith tradition, or common law. If you have any questions, please contact Fr. Edward O'Donnell S.J. the initial contact for all weddings at OSJ.

Marriage Preparation

All couples preparing for Catholic marriages must complete some preparation program approved by the Archdiocese of Philadelphia, or a Diocese convenient to the couple, before their wedding day. There are a variety of programs available, including several programs offered through the (Arch)diocesan Family Life Office, e.g. Pre-Cana, Engaged Encounter. At the present time, OSJ does not offer a parish-based preparation program. The OSJ priest who is preparing you will give you information regarding these approved programs. You must make your own arrangements to participate in one of these programs. When you have completed the program, you will receive a certificate. As soon as you receive this certificate, forward the original certificate or a copy to the OSJ priest who is preparing you.

The OSJ priest who is preparing you will want to meet at least twice with you and your intended spouse before your wedding. Ordinarily, the priest will meet with you only after you have completed an Archdiocesan-approved preparation program.

Parish Wedding Policies

I. INTRODUCTION

The Wedding liturgy is a sacred rite invoking God's witness and blessing upon the words and commitment made by the bride and groom. In the midst of all the obvious joy and excitement, your wedding remains a moment of utmost, profound worship celebrated by you and your families and friends. It is an expression of your personal faith within the context of your faith community.

II. GENERAL PRINCIPLES

Because the sacredness of the wedding liturgy, and out of respect for God and the house of worship which is the church building, a few things need to be explicitly understood and accepted without exception:

- OSJ is not a 'venue' as are reception halls or restaurants; it is not rented. It is a community of faith in which you are specifically asking God and his Church to witness your promises.
- Respect, decorum, proper attire (*modest dress*) and dignified behavior will be maintained and observed at all times by you, your wedding party and all your guests in regards to the church property and building, the sanctuary and the entire staff.
- Punctuality for your rehearsal and ceremony is presumed.

III. SPECIFIC CONCERNS

- **THE WEDDING REHEARSAL** is generally held on Thursday or Friday evening at 5:00 p.m. or 7:00 p.m. for a maximum time of one hour. The rehearsal is an important part of the preparation for the ceremony. It allows members of the immediate wedding party to become familiar with the environment of our church building and with the public roles they will assume as part of the liturgy. The priest directing the rehearsal will give a brief overview of the liturgy to help all concerned understand the prayerful nature of the celebration. **The rehearsal itself is not the time for discussion and decision-making. Please also be aware that musicians are not present for the wedding rehearsal.**

Only those directly involved in the ceremony should be invited to the actual rehearsal in church — others should be directed to meet you at the rehearsal dinner site. Those who should be present at your rehearsal in church include the bride and groom, both sets of parents, step-parents, etc., grandparents (optional), bridesmaids, groomsmen, ushers, readers, extraordinary ministers of Communion, and gift bearers. At the rehearsal, a responsible adult must accompany any children who are in the wedding party. We ask that you require all the members of your wedding party to be present for the rehearsal, and kindly remind them they **MUST ARRIVE ON TIME**. We suggest that you ask everyone to arrive 15 minutes before the scheduled time. Remind them of the inevitable Philadelphia traffic congestion when traveling

to OSJ on a Friday evening.

- **ALCOHOL** consumption during the rehearsal or prior to the ceremony on your wedding day potentially jeopardizes the validity of the marriage, and *will not be tolerated under any circumstances*. Because this is a religious ceremony and house of worship, failure to comply with this policy by you, your guests or visitors will result in the forfeiture of your privilege to celebrate the sacrament of marriage at OSJ at the discretion of the priest at any point of the rehearsal or ceremony.
- **OUTSIDE PROFESSIONAL CONSULTANTS** that you retain will operate solely within the permission and instructions of the parish pastoral staff, who have complete oversight of the ceremony, sanctuary and celebration of your wedding at OSJ. If you have contracted someone else to help with your wedding, please understand that this person's responsibilities do not pertain to the liturgy and that **they are not to interfere in any way with the responsibilities of the OSJ pastoral staff, which include the preparation, rehearsal and celebration of the liturgy**. Your Consultants will adhere to the policies of this handbook.
- **PHOTOGRAPHERS, VIDEOGRAPHERS, and their assistants** will respect the sacredness of the liturgical event, and the church as a house of worship. They will act and behave discreetly and reverently, taking care not to damage furniture and environment by standing on pews or with their equipment. They will be held responsible for any damage caused and will adhere to the policies of this handbook (see page 18 of this booklet for **Guidelines for Photographers and Videographers** — please give copies of these pages to each). All photographers and videographers must meet with the priest before the ceremony to review procedures, with these principles in mind:

Before the Ceremony (no more than 30 minutes prior to the wedding):

- Areas available are usually limited to the bride's gathering area, the courtyard and outside the building. Photographers are not permitted in the sacristy.

During the Ceremony:

- Flash photographs may not be taken, or any extra lighting equipment used while the ceremony is in progress.
- No one may be situated in the main aisle during the wedding ceremony.
- Photographers and equipment are not permitted in the sanctuary (altar area).
- Only one photographer at a time is permitted in the organ loft. A single stationary video camera may be placed in the balcony area 20 minutes prior to the ceremony.

After the Ceremony (approximately 30 minutes):

- The wedding party may return for pictures.
- A late start to your wedding may result in shortened photograph opportunities.
- Flash and other lighting equipment may be used at this time.

- **FLOWERS AND DECORATIONS** for the church should be discreet and complementary to the building’s splendid architecture and interior artwork. At OSJ, “less is more” in this regard (see pages 19-20 of this booklet for **Guidelines for Wedding Florists and Decorators** — please give a copy of these pages to your florist).

General Guidelines for you and your florist:

- **Arrangements** may be placed on both sides of the tabernacle on the pillars provided there – never upon the altar itself (a symbol of Christ himself and a permanent reminder of his self-sacrifice for our salvation).
- **Sanctuary appointments** such as the ambo (pulpit), presider’s chair, candlesticks, banners, altar cloths, advent wreaths, the paschal candle and any art or liturgical environment *may not be altered or removed under any circumstances*.
- Keep in mind that different **colors** are used in the church during the varying liturgical seasons throughout the year. Expect to find some of these colors present in the church or in the sanctuary. *These items may not be removed or altered*. Questions regarding any seasonal colors being used on your wedding day may be directed to the officiating priest. This is a general calendar:

Advent	violet
Christmas Season	white
Winter Ordinary Time	green
Lent	purple
Easter Season	white
Pentecost	red
Summer Ordinary Time	green

- **Pew-end decorations** are discouraged.
- **Aisle-runners** are **not permitted** for liturgical and theological reasons, and due to safety concerns.
- **Rice, birdseed, confetti, flower petals, sparklers, balloons, birds, butterflies, bubbles, etc.** are **not permitted** inside or around the church and courtyard due to safety, maintenance, and time concerns.

IV. GUESTS

- **PARKING** - OSJ does not own a church parking lot. Guests may park in nearby public garages or on neighborhood streets according to city restrictions, or at the location where your reception takes place.

Upon request, the parish staff can provide signs that relax local parking restrictions so that your wedding guests may park on both sides of 4th Street between Walnut and Spruce Streets, and on both sides of Locust Street between 4th & 5th Streets. Your guests must still display the sign on the dashboard, “Attending Wedding at Old St. Joseph’s Church.” These signs are available at the

parish offices. Note that the police will not agree to relax local parking restrictions on weekday “rush-hours” from 6:30 to 9:30 AM and from 3:30 to 6:30 PM. Parking in Willings Alley or in the privately owned spaces (managed by the Neighborhood Association) across from the OSJ courtyard entrance is **not permitted** at any time. This restriction is strictly enforced; the police will be called. We ask you to make this restriction clear to any limousine, trolley and van services that you employ.

- **CHANGING FACILITIES** are simply not available, so please arrive already dressed in wedding attire.

Brides and bridesmaids gather in the rectory parlor approximately **25** minutes before the wedding.

Groom and groomsmen are asked to gather in the church **45** minutes before the scheduled wedding time. Groomsmen are expected to serve as ushers (greeters) at both church entrances welcoming and assisting guests, distributing the wedding program and directing guests to their seats.

The Wedding Liturgy

I. LITURGICAL CELEBRATION OF YOUR MARRIAGE

The celebration of the Sacrament of Marriage, which is rooted in the Church's regular worship life, is not a private family function, nor is it merely a social affair or a personal expression of your love for one another. Rather, it is an action of the entire church in whose presence you commit yourselves to one another. Because the Sacrament of Marriage is worship, and because it is the celebration of the entire assembly, every effort should be made to enable the assembly to participate in a full and active manner. The liturgy is neither a show nor a performance and it is not enhanced by any design that creates passive observers. Everyone present should be encouraged to participate by being able to hear, see, speak, sing and pray.

II. MASS WITH COMMUNION VS. MARRIAGE CEREMONY

After meeting and consulting with the priest who will preside at the wedding, the couple will determine if the marriage will be celebrated in the context of a Nuptial Mass (with Communion) or a Marriage Ceremony (without Communion). The determining criteria will center on the religious background of the bride and groom, and which form of liturgy best accommodates the assembled guests to celebrate their unity.

Old St. Joseph's Church is fully committed to making all our guests feel welcome as brothers and sisters in God, joining in the prayer of this joyous occasion. At the same time, it would be a disservice to pretend as though differences and divisions within our Christian faith family and with other traditions do not exist. Specific concerns you must ask yourself:

- Are those attending coming from the Catholic tradition, or will there be many other Christian or non-Christian traditions represented?
- Will the celebration of Mass with communion make a significant number of your family and guests feel excluded from feeling fully welcome and participating?

While we do all we can to overcome differences and divisions, we choose instead to focus on what unites us at this moment of joy, welcoming all to your celebration of unity. With this in mind, we recommend the following formats for your liturgical service:

MASS WITH COMMUNION

(see sample wedding program on page 15)

- for a Catholic marrying another Catholic;
- both families are significantly practicing Catholics.

MARRIAGE CEREMONY WITHOUT COMMUNION

(see sample wedding program on page 16)

- for a Catholic marrying a Non-Catholic Christian
- for a Catholic marrying a person of another Faith Tradition;
- for Catholic families who are largely non-practicing.

III. WEDDING PARTY

• BEST MAN AND MAID/MATRON OF HONOR

These individuals are very special persons in your life, and by custom they accomplish two things:

1. They witness to the words of fidelity and love you publicly exchange with each other; hence they are official witnesses to the marriage.
2. They are to support and encourage you in your life together.

• MINISTERS OF HOSPITALITY (USHERS)

The ushers are first and foremost the ministers of hospitality. As soon as your guests arrive at the church, they are to be welcomed by the ushers. The ushers are the ones who hand out your programs and seat your guests.

• CHILDREN IN THE WEDDING PARTY

We understand the desire of couples wishing to include the youngest members of their families in the wedding as flower girls or ring bearers. We simply ask you to consider carefully the age of any children you might wish to include in your wedding party. Very young children can sometimes be quite overwhelmed (*and perhaps a little frightened*) by the spectacle of the wedding ceremony, especially the opening procession. We recommend thoughtful planning in this regard. Children should be old enough to have a sense of the event and the importance and execution of the procession. Children must be able to walk the length of the aisle. In the event that the children are unable for whatever reason to carry out their role they should be removed from their role and adaptations shall be made to insure minimal distractions as well as to maintain the flow of the celebration.

IV. READINGS AND LITURGICAL PRAYERS

You will be provided with the book *Together for Life* by Joseph M. Champlin with Peter Jarret, which, along with various prayers and blessings, contains those *scripture readings* most appropriate for use at weddings. In consultation with the priest who will preside at the wedding, you will select usually three passages from scripture. Non-scriptural readings or poems are never permitted in place of the scriptures. Weddings held at OSJ are celebrated according to the worship books of the Roman Catholic Church: the Missal, the Lectionary and the *Rite of Marriage*. In the case of weddings where ministers of other Christian denominations or other faiths are taking part, appropriate adaptations may be made after consultation with that minister and the officiating priest.

V. OPTIONS

- **CULTURAL WEDDING TRADITIONS** such as the “*arras*”, “*lazo*” and similar elements are a great gift of many different cultures. In celebrating our diversity, we recognize their value as an integral part of your heritage. However, in the spirit of good order and noble simplicity which has always characterized the Roman Rite, we ask that the couple carefully consider the number of primary and secondary sponsors they invite to participate in the liturgy if these cultural options are included.
- **THE UNITY CANDLE** has emerged in contemporary times as an additional symbolic expression of the couple’s vows and as a “symbol of unity.” This is one among several wedding customs that are not officially part of the Church’s liturgical rites and therefore its inclusion within the wedding celebration competes with the central symbol of the marriage ritual, the couple themselves and their exchange of vows. For these reasons, the unity candle is not permitted at OSJ. One might consider incorporating this symbolic element at the rehearsal or the wedding reception.

VI. WEDDING PROGRAMS

One of the things that will help your guests to participate and worship well together is a well-designed, printed program. If you wish to have a printed program for your wedding, the guides on pages 15-16 of this booklet will be of assistance to you. Listed on the left-hand margin in each example are those parts of the liturgy that should be printed in the program. The music office provides well-crafted templates that already include key elements of the celebration. The office can also provide you with all of the musical variables (titles, composers and music texts) once your musical selections have been finalized.

PROGRAM FOR FULL MASS (with communion)

(NOTE: Items printed in *italics* indicate variables that you should list in a printed program. Optional items are given in brackets.) The music office will provide you a detailed list of music titles and composers for the selections you have made once all the musical arrangements are finalized. Scripture references for the readings and Gospel are generally taken from the options provided in *Together for Life*, chosen in consultation with your priest. The bridal party and the names of those serving as ministers at the liturgy can be listed on the back page of your program or on the inside front cover.

WE ASK YOU KINDLY TO TURN OFF ALL CELL PHONES, PAGERS, AND FLASH CAMERAS DURING THE CEREMONY.

PRELUDE MUSIC

INTRODUCTORY RITE

PROCESSIONAL

music title(s)

composer(s)

GREETING

OPENING PRAYER

LITURGY OF THE WORD

FIRST READING

scripture reference

RESPONSORIAL PSALM: Sung by Cantor / All
text of psalm refrain

psalm number

composer

SECOND READING

scripture reference

GOSPEL ACCLAMATION: Sung by Cantor / All

*Alleluia **

composer

GOSPEL

scripture reference

HOMILY

RITE OF MARRIAGE

EXCHANGE OF VOWS

BLESSING AND EXCHANGE OF RINGS

GENERAL INTERCESSIONS

LITURGY OF THE EUCHARIST

OFFERTORY

organ selection

EUCCHARISTIC PRAYER

ACCLAMATIONS (sung by all)

title of Mass setting

composer

LORD'S PRAYER

NUPTIAL BLESSING

SIGN OF PEACE

LAMB OF GOD (sung by all)

title of Mass setting

composer

COMMUNION

music title

composer

music title

composer

PRAYER AFTER COMMUNION

CONCLUDING RITE

FINAL BLESSING AND DISMISSAL

RECESSIONAL

music title

composer

** Please note that during the season of Lent, alleluias are not sung in the church's liturgies.*

During Lent the Gospel Acclamation will be sung to the text, "Praise to You, Lord Jesus Christ, King of endless glory."

PROGRAM FOR MARRIAGE CEREMONY (without communion)

(NOTE: Items printed in *italics* indicate variables that you should list in a printed program. Optional items are given in brackets.) The music office will provide you a detailed list of music titles and composers for the selections you have made once all the musical arrangements are finalized. Scripture references for the readings and gospel are generally taken from the options provided in *Together for Life*, chosen in consultation with your priest. The bridal party and the names of those serving as ministers at the liturgy can be listed on the back page of your program or on the inside front cover.

WE ASK YOU KINDLY TO TURN OFF ALL CELL PHONES, PAGERS, AND FLASH CAMERAS DURING THE CEREMONY.

PRELUDE MUSIC

INTRODUCTORY RITE

PROCESSIONAL

music title

composer

GREETING

OPENING PRAYER

LITURGY OF THE WORD

FIRST READING

RESPONSORIAL PSALM : Sung by Cantor / All
text of psalm refrain

psalm number

scripture reference

composer

SECOND READING

GOSPEL ACCLAMATION: Sung by Cantor / All

*Alleluia **

scripture reference

composer

GOSPEL

scripture reference

HOMILY

RITE OF MARRIAGE

EXCHANGE OF VOWS

BLESSING AND EXCHANGE OF RINGS

VOCAL SOLO

music title

composer

GENERAL INTERCESSIONS

LORD'S PRAYER

NUPTIAL BLESSING

CONCLUDING RITE

FINAL BLESSING AND DISMISSAL

RECESSIONAL

music title

composer

** Please note that during the season of Lent, alleluias are not sung in the church's liturgies. During Lent the Gospel Acclamation will be sung to the text, "Praise to You, Lord Jesus Christ, King of endless glory."*

Music for the Wedding

MUSIC GUIDELINES

Music for your wedding should be planned utilizing both the OSJ Church "Planning Music for Your Wedding" and "Wedding Music Selection Form" as found on the parish website under Weddings, as well as in consultation with the Director of Music. Remember that the Sacrament of Marriage is a liturgical celebration. Therefore, one of the basic principles that should underlie your selection of music is whether the music is indeed liturgical music. Popular songs and secular music are not permitted. While they may be appropriately performed at your wedding reception, they cannot be included in the wedding liturgy.

DIRECTOR OF MUSIC / ORGANIST

The Director of Music / Organist, Mark Bani, serves as the principal musician for all weddings at Old St. Joseph's Church and must approve all music chosen for your wedding. It is church policy that the music director / organist provide the music for all weddings held at Old St. Joseph's Church in keeping with his employment contract with the church that he provides music for these liturgies. Outside musicians are not permitted.

CANTOR

It is church policy to use one of the professional singers at Old St. Joseph's Church, in keeping with their employment positions to provide the music for the weddings held at our parish church. Outside singers are not permitted. The selection of the vocalist is done on a rotational basis of one of the professional singers at the church.

INSTRUMENTALISTS

A trumpeter may also be included as a musician for your wedding. If you would like a trumpet player, please indicate so on your music selection form. The Music Director will arrange for one of our trumpeters to be present.

Guidelines for Photographers and Videographers

PLEASE GIVE A COPY OF THESE GUIDELINES TO EACH PHOTOGRAPHER AND VIDEOGRAPHER

1. Please check-in with the priest upon your arrival. He will review our photo/video procedures with you. He will also request a copy of your business card for our files.
2. Weddings at OSJ are scheduled between 2:30 p.m. and 6:30 p.m. on Fridays and between the hours of 10:00 a.m. and 5:00 p.m. on Saturdays. The set up time allowed is 30 minutes prior to the celebration. A maximum of 20 minutes will be allotted for pictures after the ceremony ends.
3. Photographers/video personnel and their equipment are to be as unobtrusive as possible. They should not interfere with any aspect of the procession, liturgy, or recessional. Posing during the liturgy, waving to the couple or distracting from the ceremony is not allowed.
Flash photography or video lighting is not permitted during the liturgy.
4. Photographers/video personnel are not permitted in the baptistry, or any other place deemed inappropriate by the pastoral staff. Video equipment cannot be obtrusive and must remain stationary. A second microphone may not be placed on the ambo (pulpit) or presider. Photographers are not permitted in the altar area.
5. Only one photographer at a time is permitted in the organ loft. **At the discretion of the organist**, a single stationary video camera may be placed in the balcony area 20 minutes prior to the ceremony. The camera must be removed immediately following the recessional at the end of the ceremony.
6. Photo and video lighting racks are not permitted during the ceremony.
7. All equipment and containers are to be kept on the floor and well out of the way of traffic patterns. **Nothing should be placed in or on the pews.**
8. Standing on any pews for picture taking or posing is forbidden. **The sanctuary is a sacred place; nothing should be placed upon it, nor should it be used as a prop.**
9. Altar candles and church decorations may not be moved or removed.
10. Musicians may not be photographed or videotaped without their explicit personal approval.
11. Because of the sacredness and formality of the wedding, proper professional attire is required of all personnel.
12. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds before or after rehearsals or the wedding.
13. Any questions about these policies must be directed to the officiating priest.
14. Any violation of these policies will be immediately addressed. Continued violations will result in the photographer/videographer being immediately asked to leave the church.

Guidelines for Wedding Florists and Decorators

PLEASE GIVE A COPY OF THESE GUIDELINES TO YOUR FLORIST AND/OR WEDDING DECORATOR

1. Please check-in with the sacristan or presiding priest upon your arrival. He will review our floral/wedding décor guidelines with you.
2. Weddings at OSJ are scheduled between 2:30 p.m. and 6:30 p.m. on Fridays and between the hours of 10:00 a.m. and 5:00 p.m. on Saturdays. The set up time allowed is 60 minutes prior to the celebration.
3. Altar flowers are not required, but if they are used, they must be delivered and in place at least 60 minutes prior to the wedding liturgy.
4. Sanctuary floral arrangements must be done by a professional florist. Paper-mache containers are not permitted. You must use flower containers that present no danger of leaking.
5. **Sanctuary flowers may not be placed on the altar or in front of the altar**, nor may they be placed on the ambo (pulpit) or in front of the ambo (pulpit). They may be placed on both sides of the tabernacle on the pillars provided there – never upon the altar itself. The sacristan will offer direction in this regard.
6. **Pew-end decorations** are discouraged.
7. **Pews may never be blocked** by ribbons, cords, strings, etc.
8. Decorations of any type may **not be affixed** to any structural wall or element in the church.
9. **Aisle runners are not permitted.**
10. **Sanctuary appointments such as the ambo (pulpit), presider’s chair, candlesticks, banners, altar cloths, advent wreaths, the paschal candle and any art or liturgical environment may not be altered or removed under any circumstances.** Keep in mind that different colors are used in the church during the varying liturgical seasons throughout the year. This is a general calendar:

Advent	violet
Christmas Season	white
Winter Ordinary Time	green
Lent	purple
Easter Season	white
Pentecost	red
Summer Ordinary Time	green

Expect to find some of these colors present in the church or in the sanctuary. *These items may not be removed or altered.* Questions regarding any seasonal colors being used on your wedding day may be directed to the officiating priest.

11. **Rice, birdseed, confetti, flower petals, sparklers, balloons, birds, butterflies, bubbles, etc., may not be used, thrown or released in the church or outside the church.** The church is in constant use, and because of safety, maintenance, and time concerns, **these items are prohibited.**
12. **The only candles permitted are those already in place by the church staff.** Candelabra, lighted or unlighted are **not** permitted in the church. Candles in the aisles or on pews are **not** allowed.

13. All containers used for corsages, floral arrangements, etc., must be removed from the vestibule before leaving the church. This is the responsibility of the attending florist, not the church staff.
 14. No food or beverage is to be brought into the church. Alcoholic beverages are not permitted on church grounds.
 15. If you have any questions about these policies, they must be directed to the presiding priest.
 16. Any violation of these policies will be immediately addressed. Continued violations will result in the removal of inappropriate decorations and the dismissal of the florist from the building.
- * *Note: Flowers are the property of the wedding couple and they may elect to have them left for the church. If flowers are to be retained by the couple, they must be removed at the conclusion of the liturgy.*