

St. Patrick Catholic Church

3716 Garden Avenue
Miami Beach, Florida 33140

(updated March 7, 2008)



“We want to be married

What do we do?”

Step 1 RESERVING THE DATE

Contact the St. Patrick Parish Office 305 531 1124.

Step 2 AFTER RESERVING THE DATE

Schedule an appointment with one of our St. Patrick Parish Priests. (Both the bride and groom must be present for this meeting)

Step 3 GETTING READY

Schedule your final meeting with the Wedding Celebrant (Priest who will perform your Wedding Ceremony)

Phone (305) 531-1124 □ Fax (305) 538-3203
www.stpatrickmiamibeach.com

Wedding Guidelines Rules, Regulations & Policies At St. Patrick Church

Couples:

The reason these rules and regulations exist is to ensure that the entire “WEDDING EXPERIENCE” from the planning stages to your proclamation as husband and wife is as enjoyable and memorable an experience as possible. Please read thoroughly all the following directives.

Congratulations and Welcome!

On behalf of our Pastor, Parochial Vicar, and Parish Staff, we pray that this time of preparation for your Wedding will be filled with much happiness, holiness and joy. We trust these guidelines, rules, & regulations will assist you in preparing for the Sacrament of Matrimony here at St. Patrick Church.

* Please note: Any and all planning of Weddings at St. Patrick Church is made with the Bride and the Groom only (i.e. parents, family members, friends, etc., have no say in the planning of your Wedding Ceremony).

If the services of Wedding Planners / Coordinators have been obtained; those persons & their associates **have no authority** on the Church premises. The rules, regulations, and policies put forth by St. Patrick Church are final & will be observed. No exceptions

Reserving the Date

To reserve the Wedding Date, the Couple must schedule an appointment with a minimum of six (6) months in advance. Both the Bride and Groom must be present for this initial meeting at which the “*Foccus Test*” will be administered and information about Engaged Encounter / Camino will be given. This initial appointment will take approximately 1 ½ to 2 hours. You are required to bring the following with you:

- A. Permission or release from the Bride’s parish if other than St. Patrick.
- B. Recent Baptismal records for both parties. Records may not be older than six (6) months (issued no more than six month prior to this meeting. You must contact the Church of your Baptism to request this).
- C. If there was a previous civil marriage, copies of the Marriage License and Final Judgment of Divorce.
- D. If there was a previous marriage in a Catholic Church, the annulment paper must

- be supplied.
- E. A **non-refundable** deposit of \$500.00 to hold the desired Wedding Date.
 - F. Where applicable, a letter from the priest who is responsible for paperwork (see below)

*** Please Note: St. Patrick Church requires ALL of the above, items “A” through “F” BEFORE any Wedding Date will be reserved.**
Absolutely no exceptions will be made.

When Marriage Preparation is going to take place in another Parish, the Couple submits a letter from the Priest of that Parish, stating that he is doing the necessary paperwork according to the rules of the Archdiocese of Miami. Two months before the wedding date, all paperwork must be submitted to St. Patrick Church. If this requirement is not met, the wedding date will be postponed.

Understanding & Study (FOCCUS)

The couple will complete with the FOCCUS program. The Priest will evaluate the results and go over the results with the couple.

The Engaged Encounter / Camino

All Couples must attend Engaged Encounter / Camino. The Archdiocese of Miami sponsors this retreat. All the arrangements for the retreat must be made through the Archdiocese of Miami. If the Bride or Groom has been previously married, the couple must attend Pre-Cana II. Couples that are seeking Convalidation must attend the Marriage Encounter. After the retreat is completed the couple must forward the copy of certificate to St. Patrick Church.

Wedding Donation

The wedding donation for non-registered Parishioners is \$ 1,500.00 (No exceptions). This does not include the fees for the Organist and/or other Musicians/Soloists. The donation will be in three (3) installments. The first **non-refundable** installment of \$ 500.00 is due at the signing of the wedding agreement. The second installment of \$ 500.00 is due four (4) months prior to the wedding date. The last installment of \$ 500.00 is due two (2) months before the wedding.

Couples who are registered at St. Patrick Church, must have attended Sunday Mass at least 75% of the Sundays annually (at St. Patrick Church) for at least one calendar year prior to reserving the wedding date and have used their Parish Envelopes to indicate Mass

attendance (at St. Patrick Church):

- a) Those Parishioners who have donated either \$ 5,000.00 toward the renovation of the Church, or have contributed \$ 1,300.00 or more to the Sunday Mass Offering **at least one calendar year** prior to reserving the wedding date will have a wedding donation of \$ 500.00.

- b) Those Parishioners who have contributed at least \$ 500.00 annually to the Sunday Mass Offering in their St. Patrick Parish Envelopes at least one calendar year prior to reserving the wedding date will donate \$1,000.00. The first **non-refundable** installment of \$500.00 is due at the signing of the wedding agreement, and the second installment of \$ 500.00 is due two months before the Wedding date.

There will be an additional charge of \$ 50.00 for the processing of returned checks (checks that bounce) and all additional payments thereafter will be paid in cash, money order, cashier's check or credit card.

There will be an additional charge of \$ 100.00 if payment in full has not been received two month prior to the Wedding date. Your wedding donation is tax-deductible.

After Reserving the Date

Meeting the Priest

After the initial appointment the Couple should schedule an appointment with one our St. Patrick Parish Priests to complete important documents.

Three months before the wedding ceremony

- a. If your paperwork is being completed by a Priest from another Parish, the paperwork must be submitted to St. Patrick Church three months before the wedding date. If this requirement is not met, the wedding date will be postponed.

- b. If the Wedding Celebrant is other than a St. Patrick Priest, the couple must submit the letter from the Priest requiring delegation from the pastor of St. Patrick Church.

- c. You will need to make any & all arrangements for your Wedding Music at this time. (See the section on "WEDDING MUSIC" – page 6.)

- d. The Couple must submit the Florist and Decoration, Photographer and Videographer forms. (See the sections on Florist and Decoration, Photographer

and Videographer – pages 7, 8.)

Getting Ready

Three months before the wedding date

- a. At this point, the couple should schedule the final meeting with the Wedding Celebrant (Priest who will perform your Wedding Ceremony).
- b. The Marriage License must be brought into the office **ONE MONTH PRIOR** to the Wedding. Marriage License application must be processed no more than thirty (30) days prior to the Wedding. The telephone number for the Marriage License is (305) 275-1155. Please keep in mind that the State of Florida requires that there be a three (3) day waiting period for obtaining the Marriage License.

Wedding Rehearsal

The Wedding Rehearsal time is arranged according to the day and time of your Wedding. The Wedding Rehearsal Schedule is as follows:

- Friday Evening Wedding: rehearsals begin at 5:00 pm and end at 5:45 pm on Wednesday evening.
- 2:30 pm Saturday Wedding: rehearsals begin at 5:00 pm and end at 5:45pm on Thursday evening.
- 6:30 pm Saturday Wedding: rehearsals begin at 5:45 pm and end at 6:30pm on Thursday evening.

St. Patrick Church provides a full-time Wedding Coordinator/Sacristan to run all wedding rehearsals. She/He is the only person with authority to manage the wedding rehearsal and wedding procedures. Your personal wedding planners **HAVE NO AUTHORITY ON CHURCH PREMISES AND HAVE NO SAY AT ALL AT THE WEDDING REHEARSAL OR ON THE WEDDING DAY. ST PATRICK CHURCH RULES AND POLICIES WILL BE FOLLOWED.**

It is extremely important that all participating members ***be on time*** for the rehearsal. ***There is no excuse for being late.*** St. Patrick Church is used for countless other Masses, Services, and other religious activities, and time is very limited. If the Wedding Rehearsal begins late, regardless of the reason, it will end promptly at the appointed time.

All participating members of the Wedding are required to be present. This includes: the Bride and Groom, Maid / Matron of Honor, Bridesmaid / Flower girl(s), Best Man, Groomsmen / Ring Bearer(s), Lectors, Bride's Parents, Groom's Parents. If for any

reason one of the above persons is not able to attend the rehearsal, a proxy (substitute) may stand-in for them.

Please DO NOT INVITE anyone to your Wedding Rehearsal who is not a Participating member of your Wedding Party. Non-Participating individuals tend to get in the way and slow down the rehearsal process.

Wedding Liturgy

In the Wedding Liturgy (Wedding Mass & Ceremony), you ask the support of relatives, friends, the Catholic Church, and indeed – the Christian Community as a whole. As such, the ceremony is a very public celebration in which all participants not only offer you their support, but also joyfully praise God who is very present in your union as husband and wife. *Please, always remember throughout your planning process, that Marriage is one of the seven Sacraments of the Catholic Church. THIS IS NOT A “SOCIAL EVENT”.* What you are embarking on should not be pondered lightly. Your wedding day is one of the most important days of your lives. The planning of your wedding liturgy should be given the dignity and respect it deserves.

It is extremely important to **BE ON TIME** the day of the wedding. If the Ceremony begins late, for whatever reason, the Celebrant reserves the right to eliminate any part of the Wedding Ceremony as he sees fit.

If the services of Wedding Planners / Coordinators have been obtained; those persons & their associates **have no authority or say on the Church premises**. The rules, regulations, and policies put forth by St. Patrick Church are final & will be observed. No exceptions.

Wedding Music

As in any religious celebration, the music should express and reflect the needs of the assembly (your invited guests) gathered for prayer within this most Sacred Space. This includes the instrumental music and vocal selections to be performed for the prelude, the Entrance Procession, Responsorial Psalm, Gospel Acclamation, lighting of the Unity Candle, Presentation of the Gifts (Offertory), Communion Hymn, Communion Meditation Hymn, and Recessional. In fitting with the dignity of the occasion, the texts of songs to be sung should reflect the Christian understanding of love and marriage. Music from the entertainment sector, or pop-culture, is not appropriate for any of the above categories – or at any time during the wedding liturgy.

In addition, all music to be performed at your wedding ceremony will be performed by trained and capable musicians / soloists. We **do not** at any time allow pre-recorded accompaniments for solo, ensemble, or ensemble singing. We do not allow devices for

playing of recordings. St. Patrick Church allows only live music performance of appropriate, Sacred / Christian / Classical Wedding Repertoire.

Three months before the Wedding Ceremony the Couple will make any and all arrangements for the wedding music. The Couple must use the Music Director/Organist at St. Patrick Church. We have very competent and professionally trained musicians on staff. **All music arrangements must be made through the Music Director/Organist.**

No outside choirs (University/Amateur/Professional/Church/other) may sing for a wedding at St. Patrick Church. **NO EXCEPTIONS TO THIS RULE.** The St. Patrick Church Choir is available. Any interested parties should contact Mark Spencer, Choir Master & Director of Liturgical Music/Principal Organist for St. Patrick at (305)531-1124.

Many Couples are not familiar with liturgical music for wedding ceremonies or with the liturgical policies and norms of the Catholic Church. Therefore, it is very important that you plan the wedding liturgy and music together with the parish priest, and music director/organist.

The Music Director / Organist reserve the right to refuse the performance or playing of any music or material that is not liturgically appropriate.

Photographer / Videographer

The Couple must choose from a list of recommended Photographers and Videographers. You will obtain that list on the first appointment. The Couple will submit three months before the Wedding day the Photographer/Videographer form signed by him/her.

Photographers / Videographers will dress in a manner suitable to the environment – i.e. – dress shirt, pants and shoes. Not T-shirts, jeans, or sneakers are allowed.

The Photographer / Videographer must speak with the Priest or Sacristan(s) before the Ceremony to verify all photo restrictions. The Photographer / Videographer may not in any way disrupt another Ceremony, Mass, or Service to set-up. Photographers/Videographers are not permitted in the Organ loft for any reason – or - on the Altar Platform – or – behind the Altar Railings. They may not in any way disrupt the Sanctity of the Wedding Ceremony. The Marriage Ceremony is a Sacrament, not a photo-shoot.

The Photographer will have twenty (20) minutes following the Wedding Ceremony for all pictures the Bride and the Groom wish. Please inform your photographer of this rule.

Any violation of the Photographer / Videographer restrictions will result in the Photographer / Videographer not being permitted to render services at St. Patrick's for

any future ceremonies.

* Photographers/Videographers – Please be advised that Wedding Planners **HAVE NO AUTHORITY** on St. Patrick Church Premises. If given a suggestion/directive by a Wedding Planner you are to disregard it.

Florist & Decoration Restrictions

The Couple may choose the Florist they wish. The Couple will submit two months before the Wedding day the Florist form signed by him/her.

The Florist may not in any way disrupt another Ceremony, Mass, or Service to set-up. They should contact the Parish Office (305) 531-1124 (if necessary) to receive an approximate time when they may begin setting-up. The florist may not drop-off any flower arrangements, bouquets, women's corsages, men's boutonnieres, etc.

St. Patrick Church is not responsible for any un-attended floral items. * PLEASE NOTE – The air-conditioning system for the Church Building is not turned on until one (1) hour before your wedding ceremony – flowers will wilt and/or die if they are dropped-off while the church building is warm. If flower arrangements /bouquets/corsages/boutonnieres etc. are delivered early to the church by your florist – St. Patrick Church is NOT RESPONSIBLE in the event of theft.

Only two (2) flower arrangements are permitted on the altar. These flower arrangements are considered a donation to the Church and will remain in the Church after the Wedding Ceremony. Flower stands are not permitted from your florist as the Church provides them for you.

Ribbons, flowers, fabrics, bridal veiling, etc. are not permitted down the middle isle – or – either of the side isles – or – hung from the pews in any way. **NO EXCEPTIONS.**

Runners or rugs/carpeting of any kind are not permitted. **NOT EXCEPTIONS.**

The flower-girl(s) **MAY NOT** strew (throw) flower petals down the middle isle – or – throw them anywhere on the floor – inside or outside – at any point in the Ceremony.

The throwing of rice, confetti, bird seed, flowers, flowers petals, mini candy hearts, blowing of bubbles, etc **IS PROHIBITED INSIDE AND OUTSIDE THE CHURCH.** Please advise your guests of these restrictions to avoid unpleasant situations before, during and after your wedding ceremony.

Candles are not permitted as decoration of any kind. The use of one Unity Candle is permitted. The Stand for the Unity Candle will provided for you. St. Patrick Church is **NOT** responsible for Unity Candles left behind. The Couple should appoint one person (family member, friend, etc.) to bring the Unity Candle to the Church Ceremony and take

it away afterwards.

* Florists – Please be advised that Wedding Planners have **NO AUTHORITY** on St. Patrick Church premises. If given a suggestion/directive by a Wedding Planner you are to disregard it.

Any violation of the Florist/Decoration restrictions will result in the Florist not being allowed to render services again at St. Patrick Church and items which are not permitted will be removed.

*St. Patrick Church reserves the right to update this Wedding Guidelines at any time.
Revised: August 19, 2008.*
