

# Wedding Guidelines

We have prepared the following guidelines to help you schedule your wedding. Bonnie Lee Davis, office manager will be your link regarding available dates and times for your wedding. She can be reached at 513-961-1945 x150 between 10 a.m. and 1 p.m. Mon-Thu or at [weddings@stfrancisds.com](mailto:weddings@stfrancisds.com)

## Fees

We require an initial deposit to hold the date/time and the balance must be paid one (1) month prior to scheduled wedding date. Your fee covers the rental of the church; it does not include the stipend for the musician(s) or the presider.

## Who May Be Married at St. Francis de Sales?

Any Roman Catholic who receives permission from his/her pastor may be married at St. Francis de Sales. For your wedding ceremony, you will need to secure the services of a priest or deacon to officiate at the ceremony. The clergy person who will preside at your ceremony will be given delegation by the pastor of St. Francis de Sales. It is also necessary for your clergy person to possess a license to perform weddings in Ohio.

## May You Have a Latin Mass at St. Francis de Sales?

Latin Masses are permitted only at designated churches by the Archdioceses of Cincinnati. We are NOT a designated church for Latin Mass. For a church that is approved to have a Latin Mass please contact the Archdiocese Diocese of Cincinnati at (513) 421-3131.

## When Can You Be Married at St. Francis de Sales?

Weddings are usually celebrated on Saturday, and the ordinary times are 2:00 or 2:30 p.m.; 5:00 or 5:30 p.m. – *Weddings can only be put on hold by calling the parish office and speaking with Bonnie or Mary.*

## Church Requirements for Marriage

The deacon or priest who presides at your marriage will inform you of all the civil and church requirements/documents needed for your wedding ceremony. Initiation of marriage preparation is usually a year before the wedding ceremony.

## Who May Perform the Ceremony?

Any Catholic priest/deacon, in good standing with his canonical superior or bishop, is welcome to preside at your wedding. If he is from another diocese, he should secure permission from the local bishop as well as our pastor. Participation of a minister from another faith is at the discretion of the Catholic priest or deacon.

## Reserving the Date and Time

Your rental agreement allows you three hours for your wedding ceremony; one prior, one during, and one after. The day prior to your wedding is the ordinary time for your rehearsal of one hour either at 5:00 p.m. or 6:00 p.m. Since the Blessed Sacrament is present in the church, we ask that reverence is maintained during the rehearsal. Photographers, videographers, and florists should be made aware of this time framework and carefully plan their activities accordingly. Due to the fact that we may have two weddings on any given Saturday, these guidelines must be followed strictly. Please DO NOT arrive at the church before your scheduled time.

## The Church Building

Please respect our church. Eating or drinking (especially alcohol) is prohibited at all times. A bathroom in the rear of the church is usually reserved for the bride, and the groomsmen are invited to wait in the undercroft of the church prior to the ceremony. There is a bathroom located there. Again, no alcohol is permitted at any time in any place.

Caring for our Church... We appreciate your understanding as we work to maintain the structural integrity of our beautiful church. We have necessary repairs in the interest of preserving this historic building for future generations and we take care of these repairs as they come up.

## Music

Your musicians are invited to use our piano and organ. Choice of music is left to the bride/groom and the music ministers approved by the presiding priest or deacon.

## Decorations & Pews

Care should be taken with decorations attached to the pews. You are responsible for any damage done to the church property, and your florist should be made aware. For safety's sake, we do not permit the use of aisle runners. Please designate someone to clear the church of your decorations. With respect to other following ceremonies, your decorations should leave with you.

Ordinarily, use of the unity candle in your wedding ceremony is discouraged but not forbidden.

During the Christmas and Easter seasons especially, please respect the liturgical decorations that are in place.

Decorations on the outside of the church, including the doors and lamp posts, must be taken down at the end of your ceremony. You are responsible for any damage which may happen as a result of your decorations. For environmental considerations, please do not litter with confetti or similar materials.

Facing the main altar there are 27 pews on the left side and 29 pews on the right of the center, providing a seating capacity of 733.

## Photography & Sound System

Your ceremony will be streamed using the church's system. If the internet is not working, then the wedding will not be streamed. We are equipped with a professionally engineered sound system. There is no need for further adjustments to any piece of equipment. Ample microphones, stands, etc., are available.