



Weddings at St. John the Baptist Catholic Church

900 South Little Avenue
Edmond, OK 73034

STEPS IN MARRIAGE PLANNING

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CONTACTS:

Priests:

Rev. Ray K. Ackerman
 Rev. Linh Bui
 Rev. Larok Martin
 Rev. Tim Ruckel
 405-340-0691

Deacons:

Rev. Mr. George Butterfield
 Rev. Dr. Roy Forsythe
 Rev. Mr. Randy Hearn
 405-340-0691

Initial Wedding Contact:

Marsha Hoegger
 405-340-0691 x107

Wedding Planner:

Katrina Evans
 405-340-0691

Facilities/Reservations Contact:

Anne Keef
 405-340-0691 x108

Wedding Planner:

Katrina Evans

Music Director:

Barbara Meiser
 405-340-0691 x117

FOCCUS Counselor:

Mentor Couple:

STEP ONE

Meet with the Priest or Deacon in the Parish who will be the celebrant at your marriage. Normally, a member of this Parish's clergy, a Priest or Deacon, is the Celebrant of weddings in our Parish. Should you have a friend who is a Priest or Deacon, he may assist the Parish clergy. The only exception to this is when the Priest or Deacon is a relative and then he may be the Celebrant for weddings of family members.

The first meeting should take place no less than six months prior to the tentative date for your wedding. It is important that your marriage preparation program be completed two months prior to your wedding date.

STEP TWO

FOCCUS Inventory—This will be administered by either the Priest/Deacon or a member of the Parish Marriage Ministry Team. After the inventory has been evaluated, a trained Facilitator will lead you through the profile. The FOCCUS inventory is NOT a “test”, and you cannot flunk it. It is NOT used to determine “if” you will be married; rather it is used by those involved in the preparation for your marriage to decide what will be the best preparation programs for you. It will also give you information to help you discuss your compatibility and differences (strength and work areas) in your relationship.

STEP THREE

Mentor Couples—You will meet several times with a couple who has a strong marriage and has been specially trained in marriage preparation. This couple will share from experiences in their marriage that both helped and hurt their relationship. They will also lead you through a marriage preparation manual that addresses all the important issues in marriage, and explain how they will be your mentoring couple for the first three years following your wedding.

STEP FOUR

Special Preparation— At times, because of time, circumstances, or need, we need to build a special program for a couple. If necessary, this will be discussed with you by your celebrant. Our goal is to assist you in every way and to challenge you to prepare seriously for your marriage. Every indication is that couples who take time to prepare for marriage have a stronger beginning. Many potential marriage problems can be handled more effectively beforehand. It is our goal to help you in this way.

Pre-Marriage Counseling—If there is an indication that you would benefit by some professional marriage counseling, we will frankly discuss this with you. We will recommend competent Christian counselors in our area. You may choose one of them or another of your choice. Many couples benefit by sincerely dealing with differences and problem issues in a direct, serious and professional way before marriage. At times, previous marriages, relationships, children, family conflicts, hurtful experiences and areas of difference and conflict are best dealt with in a positive way before the marriage when there is time and opportunity to face them honestly. Again, it is our intention to help you prepare for your marriage, not to prevent you from marrying.

STEPS IN MARRIAGE PLANNING CONT'D

STEP FIVE

Plan for the Ceremony—You will meet with the Celebrant of your wedding for the actual planning of the ceremony. He will provide you with the “Together for Life” booklet for your planning.

Meet with the Music Director to plan the music for your ceremony.

Meet with the Wedding Coordinator to plan the rehearsal, etc...

Fill out the Marriage Papers with the Celebrant of the wedding at least one month prior to the marriage. At that time you will need the following necessary papers:

- A) A new (current) Baptismal Certificate. Obtain this from the Parish where you were baptized. Please include the name and address of your Church of Baptism, as we send notification to that Church. The copy should not be the old family copy, but a new one issued just for your marriage. Your marriage will then be entered into the Catholic Baptismal Register for your own personal records.
- B) Freedom to Marry Form—Have someone who has known you all your life fill out one for each of you. A parent, sibling, or some other relative who has known you all your life may do this for you. These are included in this packet.
- C) If there has been a previous marriage, you will need the Church papers of Annulment or Defect of Form. This should be discussed with the Priest/Deacon at your first meeting. A date cannot be set for the marriage until the annulment is finalized.

Catholic marriage is for Catholics. The Celebrant of your wedding will discuss with you the practice of the Catholic Faith. Often, those of marriageable age have not been regular in the practice of the Catholic Faith. The months of preparation are a good time to reflect on this important issue. If your intent is not to remain in the Church, you will want to choose another way to celebrate your wedding. A Catholic wedding is for active Catholics and their intended spouses. Non-Catholic partners are not required to become Catholic, but Faith issues will be discussed with both partners in the preparation. The Catholic partner is asked by the Church to renew their commitment to the Faith and affirm that future children will be baptized and reared as Catholics. Should you have questions about this, discuss this early and openly with the Celebrant of your wedding and your sponsor couple.

OTHER INFORMATION

TIME OF THE WEDDING

Weddings may be scheduled at any time during the week. On Saturday, because of the Sacrament of Penance at 4:00 PM and the Saturday Vigil Mass at 5:30 PM, weddings may take place in the morning, in the afternoon until 3:00 PM and in the evening from 7:30 PM on. No weddings may take place on Sunday.

ALTAR SERVERS

Normally we use young people of our Parish to serve as Altar Servers. If you have a relative or friend who serves in his/her own Parish, he/she may be part of your wedding and will need to attend the rehearsal.

USHERS

Your Ushers will be directed by the Wedding Coordinator.

LECTORS/READERS AT THE WEDDING CEREMONY

You may choose family or friends to be Lectors at your wedding. We suggest you select those who are used to reading in public and are at least high school age or above. Lectors should be present at the rehearsal. If the marriage is at Mass, the Lector should be Catholic.

F A C I L I T I E S A V A I L A B L E

The Rev. John A. Petuskey Great Hall, The Commons and the Gathering Space may be reserved for your wedding reception. To reserve one of these facilities, contact the Wedding Coordinator in person or by calling 340-0691 from 8:00 AM—4:30 PM, Monday through Friday.

REV. JOHN A. PETUSKEY “GREAT HALL”

The “Great Hall” is the largest space in the facility with 7,500 square feet, accommodating approximately 400 people. The room is carpeted, equipped with the latest technology for all of your audio visual needs and a church kitchen is available.

Rental Fees— 0 to 250 attendees = \$1,000.00
251 to 400 attendees = \$1,600.00

Rental fees are non-refundable and include the setup of tables and chairs and use of the Parish Kitchen. For an additional \$200, The Commons may be rented along with The Great Hall.

THE COMMONS

The Commons is a large living room containing 2,000 square feet, accommodating approximately 150 people. The room is carpeted with a fireplace and living room style furniture at the north end. Audio visual equipment and a church kitchen are available for use.

Rental Fees—\$450.00

Rental fees are non-refundable and include the setup of tables and chairs and use of the Parish Kitchen.

THE GATHERING SPACE

The Gathering Space is located off the Church, is about 3,500 square feet, and will hold approximately 200+ people. There is no kitchen available, but a serving sink and running water. This is the perfect location for an intimate reception of cake and punch, as no alcoholic beverages may be served in the Gathering Space.

Rental Fees—\$250.00

Rental fees are non-refundable.

USE OF THE CHURCH

There is no charge for active, contributing members of St. John the Baptist Parish. A contributing member must give at least \$500.00 per year. Should you be a non-contributing member, a fee of \$500.00 will be charged for the use of the Church and the added costs to the Parish.

In the event our facility is needed for a funeral dinner, we reserve the right to use the room for that purpose. Every effort will be made to work with you to allow you sufficient time to set up for your reception.

FEES, SCHEDULING, FACILITY INFORMATION

The fees to use the Parish facilities are non-refundable. This fee allows use of the facility, all of the furniture therein (tables and chairs) and access to the kitchen. A firm reservation of the facilities is placed on our calendar when all fees are paid.

The fees cover set-up/tear-down, open/close, deep cleaning, kitchen use and heating/cooling of the facilities. Set-up includes dining tables and chairs, 6’ buffet tables and up to 4 bistro tables.

If a caterer is being used for the function, we ask that your caterer leave the facility "broom clean" with all the trash bagged and put in the outside dumpster. Often, there is another Parish activity the next day or even the same day, and we will need to prepare the facilities for the next event.

When scheduling the facility for your event and signing the contract, the name of a staff member will be given to you to contact to open/close the facility. The staff member will open the facility, turn off the security system, take care of the lights and heating/cooling. After the event, the staff member will secure the facility for you.

A firm reservation of the facilities is placed on our calendar when half of the rental fee is paid. The balance is due two weeks prior to the event. Make your check payable to St. John the Baptist Catholic Church.

FACILITIES AVAILABLE CONT'D

AUDIO VISUAL EQUIPMENT

Wireless Microphone
Handheld Microphone
LCD Projector
Computer Cords

Personal laptops may be connected to existing LCD projector.

If a band or DJ is scheduled for the event, they must provide their own equipment and will not have the capability to connect to our existing sound system.

St. John's is not responsible for any items lost or damaged during an event.



STIPENDS

In the planning of your marriage, you are aware that there are costs involved even for the simplest wedding. We want to assure you that we will negotiate with any couple who, because of financial difficulties, find our Church fees a burden. Discuss this frankly with the Celebrant of your marriage and come to an understanding with him. The fees are to cover our special and extraordinary costs and to pay the staff who be giving time outside their regular work hours for your wedding.

MUSIC DIRECTOR

\$150.00

An additional fee will apply for extraordinary services. Additional musicians are available for a cost and will be pre-arranged through the Music Director.

SERVERS OR ACOLYTES

A gift to each of \$10.00 to \$20.00 is an appropriate and common gift.

CELEBRANT

It is customary that you give a stipend to the Celebrant. The stipend should reflect both your means and the style of your wedding. The suggested amount should be at least \$200.00. If someone comes from out-of-town to celebrate your marriage, you should offer to cover traveling expenses and lodging while in town.

Should you wish to have a non-Catholic clergy assist at your wedding, please discuss this with your Celebrant.

WEDDING COORDINATOR

\$150.00

CHECKLIST AND NOTES

6—12 Months Prior to Wedding—Schedule wedding with Pastor, meet with Pastor, arrange for marriage preparation, arrange for reception venue, meet with Wedding Coordinator

2—4 Months Prior to Wedding—choose music with Music Director, choose readings and draft program

1 Week Prior to Wedding—confirm schedule with Wedding Coordinator, confirm reception arrangements, confirm Church décor arrangements, arrange for stipends

W E D D I N G M U S I C

Music Director—Barbara Meiser 405-340-0691 x117

The purpose of music in the wedding is to glorify God edify man; it is part of a liturgical and worship service. The dignity and sacred character of worship are enhanced by the kind of music we use. Secular music does not have a place in worship services. There is a wide range of classical, traditional and contemporary music that reflects the reverence and dignity of the occasion and intensifies the meaning of it. Our Music Director will discuss appropriate music with you.

Our Parish Music Director is the coordinator of music for our Parish, and she provides music for all services in our Church. Should you wish a guest soloist, your guest will work with our Director and be assisted and guided by her. Our Music Director can obtain vocalists and instrumentalists for you. Often friends, unless professionally trained, are not the best persons suited for a Church wedding. Discuss this with our Director.

You should meet with our Music Director at least two months prior to the wedding to plan the music.

We suggest and recommend some congregational music and have Parish hymnals to follow. The Music Director can provide a cantor (leader of song) for your wedding.

Parish instruments and sound equipment is operated only by our staff or those directed by them.

F O R Y O U R P H O T O G R A P H E R

You will probably want a photographic remembrance of your wedding. We will work with your photographer or video cameraman. We ask that the majority of pictures be taken before the ceremony. Photographers are asked to arrive one and a half hours before the ceremony. Picture taking will cease thirty minutes before the ceremony. There are no flashes during the ceremony. No pictures may be taken from the sanctuary nor may the photographer stand anywhere that obstructs the view of the congregation or anywhere that competes with the sacred ceremony as it is taking place.

All photographers, professional or amateur, should discuss appropriate times and places for photographs with the Celebrant. We ask that members of the congregation refrain from picture taking during the ceremony.

The event is a sacred ceremony, a worship service of the Church, and we will strive to maintain this atmosphere of beauty and reverence for your wedding.

Video-taping may be done from the wide of the sanctuary, or the back of the church. A zoom lens will make it possible to take fine pictures without intruding on the ceremony.

After the ceremony, if you wish to have a photo with the Celebrant, we ask that those pictures be taken first so that he can remove his vestments.



F O R Y O U R F L O R I S T

Flowers add to the festivities of the wedding. They add beauty, warmth and loveliness. You and your florist are welcome to visit the Church to plan for flowers. Following are some of the guidelines to assist your florist in working at St. John's:

- A) We ask that the florist have the flowers delivered at least two hours prior to the ceremony. If there is an evening wedding on Saturday, we cannot have wedding decoration in the Church during the Saturday evening Mass at 5:30 PM, except for the arrangement in the Sanctuary. Your florist can begin arranging decorations after Mass, about 6:45 PM.
- B) Florists should clearly mark the personal flower pieces so that the person pinning them on will have a guide.
- C) After the flowers are delivered, the florist may leave, but must return immediately after the ceremony to pick up candelabras, etc... If the florist does not return, there will be a \$25.00 charge to the florist to cover our staff removing and storing these items.
- D) When candelabras are to be used from your florist, metal candles only are to be used. If a wax candle is used for the unity candle, place a drop cloth or plastic sheet under the unity candle stand.
- E) Flowers may be unloaded at the main doors of the Church; then all vehicles must be moved for incoming guests.
- F) When the Church is decorated for season events, the decorations, banners, etc... are not removed for weddings. If your wedding takes place during the Christmas or Easter seasons, plan to use the colors and themes of these seasons since the Church will generally be decorated.
- G) Cellophane tape may not be used on any of the wood or anywhere else in the Church. You may use masking tape.
- H) Flowers may never be placed on the altar table itself. Discuss with the Wedding Coordinator the best placement for flowers at St. John's.
- I) Generally, flower arrangements are left in the Church after a ceremony as a gift to the Lord and for the Parish Eucharistic liturgies. Please let the Wedding Coordinator know which flowers will be remaining in the Church.

