

Cathedral of the Assumption



Wadia Newman

Wedding Policies and Procedures

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Welcome to the Cathedral of the Assumption!

The staff at the Cathedral of the Assumption is happy to help you with the preparation of your wedding. Our Policies and Procedures are in place to ensure that the celebration of the Sacrament of Marriage be of the best theological, liturgical and artistic quality and that it be a memorable moment in your life. The celebration of the Sacrament of Marriage is an action of the entire church in whose presence you commit yourselves to one another. Because the celebration of marriage is worship, it is above all, communal. And because it is communal, every effort should be made to enable the assembly to participate in a full and active manner. Everyone present should be able to hear, see, speak, sing and pray.

General Policies and Procedures

1. Couples who wish to be married at the Cathedral should contact the parish office no less than 6 months before the proposed wedding date. Registered parishioners of the Cathedral (those having been registered and active for at least 1 year) need to make an appointment with the pastor or deacon to discuss marriage preparation, fee schedules and available dates. For Cathedral parishioners, a deposit of \$300 will be required to secure a wedding date on the Cathedral calendar.
2. All persons who are members of a parish in the Archdiocese of Louisville are welcome to celebrate the Sacrament of Marriage at the Cathedral of the Assumption. As a non-parishioner, you need to make an appointment with the Wedding Coordinator to discuss setting a date on the Cathedral calendar. As a rule, Cathedral clergy do not officiate at non-parishioner weddings. Non-parishioners should contact their home parish and arrange for a presider. A letter from the presider must be given to the Wedding Coordinator along with a deposit of \$500 before a date can be placed on the calendar. All marriage preparation and documentation will be completed by your presider or at your home parish.
3. The Cathedral of the Assumption celebrates weddings on Friday evening at 7:00 p.m., Saturday morning at 11:00 a.m., and Saturday afternoon at 2:30 p.m. There are no Saturday evening weddings at the Cathedral.
4. Rehearsals are scheduled at the availability of the Cathedral and last approximately 1 hour. The Wedding Assistant assigned to your wedding will conduct the rehearsal. Visiting clergy are encouraged to attend rehearsals to familiarize themselves with the worship space and the policies of the Cathedral. Because the Cathedral schedule is often tight, **it is imperative that rehearsals begin on time with all members of the wedding party and liturgical ministers present.** The marriage license should be brought to the rehearsal and given to the presider or wedding assistant for its proper completion.
5. When one of the parties is not Roman Catholic, the Rite for Celebrating Marriage Outside the Mass is used so that all may comfortably participate.
6. There are no limits or restrictions on the size of the wedding party, although the Cathedral strongly suggests that children participating in your wedding be **at least 5 years of age and of sufficient maturity** to process down the aisle without fear.

7. The Cathedral of the Assumption wedding staff will assist you in your preparation and be present for the liturgy. The staff will also see to it that all paperwork is in order. If you have hired a wedding planner to help you, please understand that the Cathedral wedding staff will coordinate all liturgical preparation, the rehearsal and the celebration of the liturgy.

8. Musicians arranged by the Cathedral (organist/pianist and cantor) will be provided for your wedding. Requests for specific cantors or additional musicians (e.g., Cathedral Choir, trumpet, violin, soloist, etc.) should be made as soon as possible, but no later than 3 months before the date of the wedding. A guest soloist may sing during the Prelude portion of your liturgy; their music selections must be approved by your assigned musician. The cantor assigned to your wedding will sing your chosen music selections during the liturgy itself.

9. For safety reasons, rice, birdseed, confetti, flower petals and balloons are not allowed in the Cathedral or on the Cathedral campus. Flower girls may carry flowers, but may not drop petals on the floor. An aisle runner may not be used at the Cathedral.

10. The cathedral candelabra are normally available and will be lit for your wedding. For reasons of safety, candles are not permitted in the center aisle at any time.

11. If you choose to have refreshments available for the wedding party, please keep them to a minimum (e.g., simple snacks and bottled water) and provide for cleanup. Beverages and food are allowed in the Undercroft area only. **No alcoholic beverages or illegal drugs are permitted on the Cathedral campus. All Cathedral buildings are smoke free.**

12. The Cathedral has a Bride's Room available on the lower level. Although the room is small, it will accommodate the bride and offer her privacy as she dresses. We recommend that all hair and makeup be done before arriving at the Cathedral. Public restrooms on the lower level next to the Undercroft may be used by the wedding party for last minute touch-ups. The Undercroft itself may be used for relaxation before the liturgy if no other activities are scheduled in that space. Valuables are not to be left unattended in the Bride's Room or anywhere on the lower level. **The Cathedral of the Assumption cannot be held responsible for any items missing from the Bride's Room or the lower level.**

If all of this seems overwhelming, it may be helpful to remember that these guidelines are the result of many years of experience celebrating the Sacrament of Marriage. Be assured that these guidelines arise out of our desire to help you prepare a wedding liturgy which will be prayerful, dignified and memorable.

Planning the Wedding

The Cathedral of the Assumption requests that every engaged couple attend a regularly scheduled Wedding Workshop. The purpose of the workshop is to discuss the liturgical principles regarding a wedding in the Roman Catholic Church and to demonstrate appropriate musical selections. There will be ample time to answer any questions you may have about the liturgy or the worship space during the wedding workshop.

The Cathedral is also pleased to provide you with *Celebrating Marriage, A Workbook for Engaged Couples*. This resource will guide you through the selections/options available to you in preparing your wedding liturgy. Please take care in reading it before you attend the wedding workshop.

Marriage Preparation

The marriage preparation process begins with a request from the Catholic party/parties for a **newly issued Baptismal Certificate** from the church where you were baptized. The church requires the new certificate as part of the pre-nuptial investigation and must be received before a marriage can be celebrated. Those who have been baptized in another faith tradition may provide a copy of an original certificate. Catholics marrying a non-baptized person will need a Matrimonial Dispensation. The dispensation can be arranged by your presider.

The Archdiocese of Louisville requires that all engaged couples participate in an approved marriage preparation program. A pamphlet included in the folder you received from the Cathedral describes the three options available in the Archdiocese.

If you live outside Louisville, check with the staff at your home parish about programs provided in your area. A certificate acknowledging the successful completion of one of the programs must be supplied to the priest or deacon presiding your wedding.

Appropriate Music

The Cathedral of the Assumption upholds the Roman Catholic Church's guidelines regarding appropriate music for all liturgical celebrations, including weddings. All texts must be suitable for use in the liturgy, are to be directed toward God (sacred) and be free of associations which render them inappropriate. While popular songs and secular music have no place in the wedding liturgy, they may very appropriately be sung at your wedding reception. No recorded music or accompaniment tapes may be used at the wedding liturgy. The style of music chosen should also be within the realm of what is normally used at the Cathedral, be it classical or contemporary.

Certain parts of the liturgy are to be sung by all present: the Responsorial Psalm, Gospel Acclamation, Holy, Holy, Memorial Acclamation, Amen and a hymn during communion. It is also recommended that the congregation sing an opening hymn. Solos and choral selections are typically best used as part of the Prelude or at the Preparation of the Gifts.

Liturgical Environment

The Cathedral is a place of dignity and prayer; it is a privilege to enter her doors to pray. We ask that you, the wedding party, and your guests respect the Cathedral and all other properties.

Since the Roman Catholic Church follows a liturgical calendar, there will be certain liturgical symbols and decorations present during the course of the church year (e.g., Advent, Christmas, Lent and Easter). This seasonal environment is intended for all liturgical celebrations during that time of the year, including your wedding. The existing environment will not be changed or removed for your wedding.

Flowers used for the wedding celebration are not merely decorative but are offered for the further honor and glory of God. We suggest that flower arrangements from your wedding be left in the church. You may choose to dedicate your flowers in memory, in thanksgiving, or in honor of a relative or friend. That information can be given to the Wedding Coordinator for publication in the parish bulletin.

The Cathedral has two sets of urns for floral arrangements (large - 36" diameter and small - 18" diameter) available for your use. You may view the urns when you attend the Wedding Workshop. If you would like to use the urns for your wedding, please advise the Wedding Coordinator so that they may be in place the day of your wedding.

Policies for the Florist

- All florists must submit a written plan to the Wedding Coordinator no less than 30 days prior to the wedding.
- Normally, flowers cannot be delivered until 2 hours before the wedding.
- No aisle runner is permitted due to the danger of slippage on the wooden floors.
- Bows may be attached to the chairs with ribbon. No pins, wire, hooks or tape may be used.
- Entrances to individual rows may not be cordoned off.
- Flowers at the rear of the altar need to be large in scale. Two floral arrangements, one on either side of the Cathedra (Archbishop's chair) works best. Flowers may be placed on the steps at the base of the cross but may never obscure the Ambo (pulpit), the Altar or the Cathedra.
- The Baptismal Font is reserved for the Sacrament of Baptism. Flowers may be placed on the floor in front or back of the font, but never on the font.

- If you provide a Unity Candle stand, it must be removed immediately following the
- Flower boxes for the bridal party are to be taken to the lower level (Undercroft) upon delivery. The florist is responsible for removal of all boxes, paper and other debris related to the flowers.
- Decorations on the chairs must be removed immediately after the wedding, either by the florist or the family.
- Flowers and/or bows may be used on the railings or doors in front of the Cathedral. The florist is responsible for their removal immediately following the wedding.

Policies for the Photographer/Videographer

- All photographers/videographers must submit a written plan to the Wedding Coordinator no less than 30 days prior to the wedding.
- The photographers/videographers will not be permitted in the Cathedral until 1½ hours before the wedding.
- Please check in with the Wedding Assistant upon arrival.
- The Cathedral will be available for the photo shoot for 1 hour before the wedding. Pictures taken in the sanctuary must be finished 30 minutes prior to the start of the liturgy.
- Tape is not to be used on the walls or floors.
- The liturgical environment is not to be altered in order to accommodate the photo shoot. No liturgical furnishings, e.g. candles, chairs, etc., are to be moved.
- The Cathedral of the Assumption is a house of worship at all times, and is to be respected as such during the photo shoot. Dress and behavior should be respectful.
- The use of flash photography during any liturgical celebration, including weddings, is prohibited.

Wedding Preparation Timeline

at least 6 months prior to wedding

- Contact parish office
- Call for appointment with presider
- Pay deposit to Cathedral
- Set wedding date on Cathedral calendar
- Call for Baptismal Certificate
- Complete FOCCUS Instrument (parishioners only)
- Decide Marriage Preparation format

3 to 6 months prior to the wedding

- Attend Wedding Workshop
- Discuss musical options with Cathedral musician
- Submit request for additional musicians
- Complete archdiocesan paperwork with presider

1 to 3 months prior to the wedding

- Submit plan from florist and photographer
- Finalize liturgy plan with Wedding Coordinator
- Final appointment with presider

during final 30 days

- Pay balance of fee to Cathedral
- Obtain Marriage License from County Clerk's Office