

ST. IGNATIUS

3704 Spring Hill Avenue
Mobile, Alabama 36608

Matrimony Policies and Preparation Guidelines



PASTOR OF ST. IGNATIUS PARISH
Reverend W. Bry Shields

ARCHDIOCESE OF MOBILE VICAR GENERAL
Reverend Monsignor William J. Skoneki, V.G., Rector
vicargeneral@mobarch.org

PARISH OFFICE
Parish Wedding Coordinator
Phone · Email

Sheila Wilkins, Sacristan
251-342-9221

Ashleigh Riis, Sacramental Records
Phone 251-342-9221 · riisa@stignatius.org

Sheena Tobin, Wedding Director
tobinsh@stignatius.org
Please reach out to Sheena Tobin after reserving church

St. Ignatius Parish

Guide for Matrimony Preparation

The following requirements are part of the overall preparation for those who marry in St. Ignatius Parish. We expect priests, deacons and other pastoral ministers preparing a couple to marry at St. Ignatius to understand and follow these requirements.

- ✓ Marriage preparation should *begin at least six (6) months before the wedding date.*
- ✓ The couple meets with the priest/deacon to review and complete the necessary paperwork.
- ✓ **ALL** programs described below must be completed and the certificates submitted before the wedding.

FOCCUS: This instrument assists the couple in evaluating their relationship and communicating openly about many things that are important for married couples. It helps the couple target the topics they need to talk about before their marriage. These discussions occur with the priest/deacon.

ARCHDIOCESAN MARRIAGE PREPARATION:

Engaged Encounter where engaged couples meet during a weekend retreat to learn basic communication skills needed to form and maintain good Christian marriages. To register please call the Office of Evangelization and Family Life through the Archdiocese of Mobile at (251) 433-6991. Resources can also be found at www.mobilefaithformation.org.

NATURAL FAMILY PLANNING: Natural Family Planning has proven itself to be safe, effective, and a moral way for couples to plan their families. It is a method which respects the meaning of human sexuality as God created it and thus marital love is enhanced and strengthened.

Creighton Model System (CrMS) <https://www.hopewomansclinic.com/fertility/creighton-model/>. Please contact Bradley King at tbcking1@gmail.com/ 251-605-6306.

Wedding Documents Required by St. Ignatius Parish

Your preparation for the Sacrament of Holy Matrimony is most important and is designed to help you develop a strong base on which to build your life together. We expect the priest, deacon or pastoral minister who is the officiant and supervising your preparation to understand and follow the requirements of St. Ignatius Parish. To help you insure timely delivery of all necessary documents, we provide below the requirements of St. Ignatius Parish and the Archdiocese of Mobile.

Documents required by St. Ignatius Parish:

The priest/deacon supervising your preparation will have detailed information on all items listed below. Please submit all documents below directly to him. He should send your completed pre-marital investigation file to St. Ignatius no later 1 month before the wedding. *If you are being prepared outside of the Archdiocese of Mobile*, your marriage documents must be processed by the Chancery of your home diocese/archdiocese and then sent to the Archdiocese of Mobile Chancery for processing (400 Government Street, Mobile, 36602). Please allow additional time for these procedures.

- 1) Pre-Nuptial Inquiry (completed with the person supervising your preparation)
- 2) FOCCUS Pre-Marital Inventory
- 3) Marriage Preparation Seminar
- 4) Natural Family Planning Course
- 5) Permission letters from your home parish priest if you are not parishioners of St. Ignatius Parish.
- 6) Baptismal Certificates provided by the Catholic parish in which you were baptized (*to be included in the preparer's completed file*). The bridal couple is responsible for securing these certificates which must be dated **within** six (6) months of the wedding. Please allow time for your request to be processed by the church parish. Do not wait until the last minute to do this! *If either the bride or groom is not Catholic, please work with your wedding preparer regarding special instructions for baptismal documents.*
- 7) If your officiant is not currently working in the Archdiocese of Mobile, he will have to provide a testimonial letter of suitability to the Chancery within 2 months of the wedding.
- 8) Letter or email from the priest preparing the couple confirming that he has agreed to prepare and/or officiate the wedding
- 9) Delegation requests must be submitted 3 months prior to the wedding date.

The Sacrament of Marriage

St. Ignatius Parish/Preparation Sheet

The Sacrament of Matrimony is a calling from God. By it, He infuses His grace into the lives of husbands and wives and this "First Step" will help organize your preparation for holy matrimony.

Groom	Bride
Name _____	Name _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Phone _____	Phone _____
Email _____	Email _____
Religion _____	Religion _____

Contact your parish church if you need assistance in asking a priest or deacon to perform the ceremony.

Meeting with Priest or Deacon
<p>I, _____ Mobile (_____) _____ Email _____</p> <p>(Please print name of both bride and groom, mobile phone number and Email), A priest /deacon have met with the couple named above. We have discussed: (initial please each item discussed)</p> <ul style="list-style-type: none"> _____ the uniqueness of the bond of matrimony as a sacrament (to be reiterated at final meeting) _____ their canonical freedom from any prior bond of matrimony _____ the preliminary date of the ceremony and rehearsal _____ Engaged Encounter _____ FOCCUS _____ Natural Family Planning _____ which priest/deacon will complete the Prenuptial Inquiry and officiate at the ceremony (see box below); _____ which priest/deacon/lay preparation minister will oversee their matrimony preparation process, administer and analyze the pre-matrimony inventory. <p>The couple named above has agreed to complete their matrimony preparation program 1 month in advance of the ceremony.</p> <p>Today's Date: _____ 20 _____</p> <p>Date of Ceremony: _____ 20 _____</p> <p>Date by which matrimony preparation program must be completed: _____ 20 _____</p> <p>Signature of above priest/deacon: _____</p>
<p>The Officiating Cleric</p>
<p>Father/Deacon _____ Mobile (_____) _____ Email _____</p> <p style="text-align: center;">Signature</p> <p>will be officiating the Ceremony at: _____</p> <p>Date & Time: Rehearsal: _____ 20 _____ at ____:____pm Ceremony: _____ 20 _____ at ____:____am/pm</p> <p>Note to Officiant: This form does not constitute delegation from the pastor of St. Ignatius to officiate at this ceremony. A delegation form must be sent three months prior to the wedding ceremony for the pastor of St. Ignatius' approval.</p>

Upon completion of the above or before, a couple may either reserve St. Ignatius Church or confirm their prior reservation with a monetary deposit. This form does not absolutely bind St. Ignatius Parish or the officiant to the ceremony date listed above if a canonical prohibition or other impediment to matrimony is discovered.

St. Ignatius Parish Wedding Agreement

In order to reserve your wedding date St. Ignatius requires:

- A non-refundable deposit of \$500 which goes toward the fee for the church. The fee for the use of St. Ignatius Church is \$1800. If the bride or the groom (or parents of the bride or groom) are active, tithing parishioners of St. Ignatius Parish with records of contributions dating a minimum of 1 year prior to the date of the wedding, the discounted fee is \$1400. The fee includes the wedding director but does not include any musicians.
- The signed preparation sheet (Page 4) and the signed wedding agreement sheet (Page 5).
- Your officiant's signature below (Page 5), the officiant must give approval for another priest to prepare the couple

Your signature below confirms that you agree to the guidelines and the attached guidelines for florists, photographers and music. Please read them carefully and ask any questions you have before you initial and sign the document. Signed contracts for florists and photographers/videographers are due 2 months before the wedding.

Further, I agree to inform my florist, photographer and videographer of the guidelines for weddings at St. Ignatius Parish.

I/We _____, have read the guidelines and wish to reserve St. Ignatius Church for our wedding at _____ AM/PM, _____, _____ 20____. Rehearsal _____ PM on _____, 20____

(PRINT TIME/DATE OF WEDDING)

BRIDAL COUPLE

Name (Bride): _____ Name (Groom) _____
Address: _____ Address: _____
C/S/Z: _____ C/S/Z: _____
Mobile: _____ Mobile: _____
Email: _____ Email: _____
Religion: _____ Religion: _____
Signature: _____ Signature _____

PARISH PRIEST/OFFICIANT

Priest/deacon who is officiant and *responsible for preparation and all paperwork:*

Name: _____
Telephone: _____
Email: _____
Signature: _____

The priest who is preparing the couple: (if not officiant)

Name: _____
Telephone: _____
Email: _____

PLEASE RETURN TO:

St. Ignatius Parish
3704 Springhill Avenue
Mobile, Alabama 36608

Revised 11-01-21

St. Ignatius Parish

3704 Spring Hill Avenue
Mobile, Alabama 36608

Matrimony Policies and Preparation Guidelines

Contact- Sheena Tobin, Wedding Director tobinsh@stignatius.org



Bride's Last Name _____ Groom's Last Name _____ Wedding Date _____

Wedding Guidelines

- 1. Permission:** St. Ignatius Parish welcomes Catholic parishioners and Catholic non-parishioners to celebrate their weddings. Non-parishioners are accepted only with permission of their pastors and must arrange for their own priest or deacon for preparation and the wedding rehearsal and ceremony.
- 2. Times:** Weddings may be scheduled on Saturdays at 11:00 am, 2:00 pm and 6 pm. Rehearsal times are Fridays at 5:00 pm or 6:00 pm, except during Lent when rehearsals can be held at 6:00 pm or 7:00 pm.
- 3. Celebrant:** Couples must arrange for a priest or deacon for the required preparation program and the wedding ceremony. Please give the parish wedding director the name of the priest or deacon no later than 2 weeks after reserving the church. It is the responsibility of the priest or deacon to request delegation and any other dispensations which may be required. The entire packet of the completed wedding requirements and pre-marital investigation must be submitted to St. Ignatius Parish 1 month before the wedding.
- 4. Music:** The sacred nature of your wedding liturgy requires the selection of appropriate music. Our Director of Music fully understands the liturgical requirements. It is expected that our organist will play all weddings at St. Ignatius. He will also oversee all music and musicians for the ceremony.

Mr. Daniel Stovall, Director of Music (251) 366-8905
dstovall65@gmail.com

Make arrangements with the Director of Music the same day the church is reserved.

He will help you to select music, and if desired, additional instrumentalists. If you would like a singer, he will suggest one. The music director is contracted by the bride and groom directly and there is a \$100 deposit due at the initial consultation.

For the meeting, you will have decided if you wish to use a soloist/cantor or other instrumentalists (no recorded music or amplified instruments). Non-staff musicians are hired by the wedding party. The Director of Music can provide contact information for instrumentalists and musical suggestions that are appropriate. His is the final determination. Music stands for instrumentalists will be provided. Organist fee is \$300.00 which must be paid in full two weeks prior to the wedding.

In addition, if you have special music selections you want performed at the wedding, please bring copies or recordings of these with you, *along with the scripture readings to be used*. Not all music is appropriate for sacred ceremonies and the Director of Music will need to review these. He will assist in choosing selections for *Seating of Mothers, Bridal Party Procession, Entrance of Bride, and Retiring Procession*. Examples of are found on our website.

5. Flowers/Decorations: Please help us to assure the safety of all in attendance and avoid damage to our church by observing the Guidelines for Wedding Florists on page 9.

For planning purposes, please remember the following:

- Do not block the entrance to pews with decorations and/or fabrics. Secure bows or other decorations on the pews with ribbon. We do not allow tape or wire of any kind.
- We do not permit flower girls to sprinkle flower petals or anything else down the aisle.
- We do not allow rice, live doves, confetti, bubbles, birdseed, sparklers etc. anywhere on church grounds.
- Do not remove any seasonal flowers or decorations. Christmas poinsettias are in place from Christmas Eve to the Baptism of the Lord; Easter lilies decorate the altar from Easter Sunday through Pentecost Sunday. Please discuss this with the parish wedding director to understand what decorations to expect.
- According to the liturgical norms, *flowers are permitted in the sanctuary during Lent, but MUST be REMOVED after ceremony*. Flowers should be subdued during Advent and Lent. Outside of Advent and Lent, flowers at the altar should be left after the ceremony.
- Candles may not be placed in the naïve of the church.

7. Photography: The celebration of the Sacrament of Marriage is a sacred moment in the life of a couple. St. Ignatius Parish allows photographers and videographers during the Mass and Ceremony; however, they must NEVER enter the Sanctuary and should not obstruct the proceedings in any way. The sacred nature of this event should be respected at all times. Your officiating priest/deacon will let you know what is acceptable for them. Please see the Guidelines for Wedding Photographers/Videographers on page 11 for more details.

8. Unity Candles: The Cathedral does not allow unity candles, it is not a part of a Catholic marriage rite.

9. Rehearsal and Punctuality: As a courtesy to your coordinator, celebrant, guests and parish staff, it is important that we start both the rehearsal and the wedding *on time*.

Rehearsal: We open the church thirty (30) minutes before and allow one (1) hour for the rehearsal. It is most important that everyone (bridal party, ushers, parents, readers, and gift bearers) involved in the ceremony arrive at the church *at least 15 minutes before the reserved rehearsal time*. It is encouraged that the only children allowed at the rehearsal are flower girls and ring bearers. If you have printed a program, please bring it to the rehearsal along with all stipends. Rehearsals are usually scheduled on the Friday before the wedding at 5:00 pm or 6:00 pm, except during Lent (6:00 pm or 7:00 pm). Rehearsals must end within an hour of the scheduled start time.

- **Wedding:** On the day of the wedding, the groom, groomsmen, ushers and the person who will pin corsages and boutonnieres must arrive forty-five (45) minutes prior to the wedding time. All other members of the bridal party should be in the church thirty (30) minutes prior to the wedding time.

10. Courtesy: Please remind the wedding party to turn off or silence cell phones at all times when in church. Please do not bring food, beverages, gum or candy into the church; nothing may be consumed inside the church. **Alcohol on the church grounds is prohibited at all times.** No smoking is allowed. We appreciate your cooperation.

11. Maintenance Disclaimer/Acts of God/Outside Events: There may be times when unforeseen circumstances force us to attend to maintenance and other repairs, which in extreme cases may involve scaffolding and other materials which cannot be removed. Please be assured that we will make every effort possible to minimize disruption to your wedding

If it is deemed necessary to cancel a wedding in our church due to circumstances beyond its control (hurricanes, unexpected major repairs, etc.), St. Ignatius Parish will give as much advance notice as possible. We will reschedule to an available date. Depending on time before the cancelation, we will refund any monies paid to the parish after any/all expenses of church/staff are paid. No other expenses incurred by the wedding party will be reimbursed.

12. Parish Wedding Director: They open and close the church for the rehearsal and organize the wedding party in consultation with the celebrant, bride and groom. On the day of the wedding, they open the church one (1) hour before the ceremony, set up the altar for Mass, assist guests and the wedding party as needed and close the church after the ceremony. They will make an appointment with you to answer your questions and will discuss all details with you. If you use an outside coordinator to plan the wedding, please be aware that he/she does not coordinate the church ceremony; they may assist if cleared *in advance* with our director.

Please address questions pertaining to anything that will happen in the church (or on church grounds) to the St. Ignatius wedding director. Our director must be used at all weddings and rehearsals at St. Ignatius Parish. There are no exceptions.

13. Church Fees: The fee for the use of St. Ignatius Church is \$1800. If the bride or the groom (or parents of the bride or groom) are active, tithing parishioners of St. Ignatius Parish with records of contributions dating a minimum of 1 year prior to the date of the wedding, the discounted fee is \$1400. The fee includes the wedding director but does not include any musicians. The total is due in full two (2) months before the wedding. You should also plan to offer your officiant a stipend typically \$150.00 - \$200.00. Please bring stipends for altar servers (\$20-\$25 each), the celebrant and any other stipends or fees to the rehearsal.

14. Reservation/Deposit: In order to confirm reservation of your wedding date, St. Ignatius Parish requires:

- a *non-refundable* deposit of \$500.00 along with a signed St. Ignatius Parish Wedding Agreement.
- Your officiant and the person supervising your marriage preparation (if different) must confirm with St. Ignatius Parish no later than 2 weeks after signing this agreement.
- Please read these guidelines carefully and ask the St. Ignatius wedding director any questions you have before you sign the document.

St. Ignatius Parish

Guidelines for Wedding Florists

Return this signed agreement to the Parish Wedding Director no later than 2 Months before the wedding.

Planning Decorations

1. Do not block the entrance to pews with decorations and/or fabrics. Secure bows or other decorations on the pews with a proper plastic clip or ribbon. We do not allow nails, tape, or wire of any kind to be used in or outside the church.
2. We do allow aisle runners that are not a trip hazard. We do NOT permit flower girls to sprinkle flower petals or anything else down the aisle.
3. We do not allow rice, live doves, confetti, bubbles, birdseed, sparklers etc. anywhere on church grounds.
4. Do not remove any seasonal flowers or decorations. Christmas decorations are in place 3 -5 days before Christmas Eve to the Baptism of the Lord; Easter lilies decorate the altar starting Holy Saturday. Please discuss this with the wedding coordinator to understand what decorations to expect. During Advent and Lent flowers should be subdued and MUST be removed after the ceremony. Flowers beside the tabernacle outside of Advent/Lent must remain.
5. All floral arrangements must be placed on the second shelf beside the tabernacle. This shelf is 24" X 11" (Casket saddles work well in this space because it is long and narrow.)
6. Railing and lamp post at the entrance to the church can be enhanced with greenery or flowers. If this is done, please have someone remove the decoration following the ceremony.
7. Since unity candles are not a part of a Catholic marriage rite, we do allow unity candles.

Wedding Day Setup/Cleanup

1. Please coordinate with the St. Ignatius wedding director.
2. Never use the altar or sanctuary to assemble arrangements.
3. Please be sure to clean-up after flowers are in place. Remove all trash and boxes.

We agree to follow the decorating/setup/cleanup guidelines as stated above.

Name of Bride/Groom: _____ Date of Wedding: _____

Bride/Groom Signature: _____ Date: _____

Name of Florist: _____

_____ Telephone: _____

(Please print. Indicate NONE if there is no florist.)

Florist Signature: _____ Date: _____

St. Ignatius Parish

Guidelines for Wedding Photographers/Videographers

Return this signed agreement to the Parish Wedding Director no later than 2 months before the wedding.

If it is more convenient, you may send in separate forms for the photographer and videographer.

The celebration of the Sacrament of Marriage is a sacred moment in the life of a couple. St. Ignatius Parish allows photographers and videographers during the Mass and ceremony; **your officiating priest/deacon will provide the final guidelines regarding what is acceptable to him.**

1. The bridal couple will discuss photography guidelines with the officiating priest/deacon and the St. Ignatius wedding director before or during the rehearsal.
2. Pictures may NOT be taken inside St. Ignatius Church either before or after the ceremony.
3. Photographers/videographers will check-in with the wedding director upon arrival at the church. They will ask the celebrant for and follow his guidelines regarding use of flash, placement of equipment and where they may stand before and during the ceremony.
4. The photographers/videographers must not be conspicuous or obstruct the proceedings in any way. They should respect the sacred nature of the event at all times.
5. For photographs inside the church, church policy allows a group picture of the wedding party at the end of the ceremony. Please discuss this with the wedding director, if needed.
6. Photographers and videographers must be considerate of each other when positioning themselves for picture taking. Do not obstruct the view of your colleague!
7. Due to safety and insurance reasons, **the use of drones inside and outside of the church is strictly forbidden.**

We agree to follow the photography/videography guidelines as stated above.

Name of Bride/Groom: _____ Date of Wedding: _____ 20____

Bride/Groom Signature: _____ Date: _____ 20____

Name of Photographer: _____ Telephone: _____

Photographer Signature: _____ Date: _____ 20____

Name of Videographer: _____ Telephone: _____

(Please print. Indicate NONE if there is no videographer)

Videographer Signature: _____ Date: _____ 20____

St. Ignatius Parish

Wedding Preparation: Time Line/Check List

The early preparation:

1. Return signed Wedding Agreement to the Parish Office with non-refundable \$500 deposit.
2. Meet with your parish priest/deacon regarding preparation for the sacrament of Matrimony.
3. Give our wedding director confirmation via email or letter from the priest/deacon supervising/officiating your marriage preparation no later than 2 weeks after reserving your wedding date.
4. Select and reserve your date with our Director of Music (requires \$100 deposit).
5. Select the florist, photographer, videographer and outside wedding coordinator, IF you plan to use such services.
6. Select your wedding party. Please see the guidelines regarding flower girls, ring bearers and seating of attendants.

Six (6) months before the Wedding:

1. Marriage preparation with your parish priest or celebrant begins. Please make sure that the priest supervising your marriage preparation is aware of all of the requirements of the Archdiocese of Mobile and the completion of the Natural Family Planning course. Preparation must begin at least six (6) months before the wedding.
2. Obtain copies of your Baptismal Certificates (no more than 6 months prior to the wedding).

Three (3) months before the Wedding:

1. Consult with your priest to ensure timely delivery of all required documents.
2. Call/meet with our wedding director to discuss any questions you may have.
3. Provide the name of your florist, photographer and videographer to the wedding coordinator.

Two (2) months before the Wedding:

1. Church fees are due to the St. Ignatius wedding director, 3704 Springhill Avenue, Mobile, Alabama 36608.
2. Signed Florist Contract and Photographer/Videographer Contract due. Wedding music information due.
3. Arrange meeting with the Director of Music.

One (1) month before the Wedding:

1. Contact St. Ignatius wedding director to determine if anything is lacking in your file.
2. Return the wedding information form that includes all members of your wedding party, family members in the processional and the readings you have selected. Ask the florist, a family member or friend to pin corsages and boutonnieres on the wedding party at church.
3. Priest/deacon preparing you for marriage should submit all documents for the pre-marital investigation to the parish office.

Rehearsal:

1. Please insure that everyone arrives FIFTEEN MINUTES before the scheduled rehearsal time.
2. It is encouraged that only children in the wedding attend the rehearsal
3. Plan to bring with you: a) stipends for your officiant, altar servers and any other you may have
b) programs (if using)

St. Ignatius Parish

WEDDING PARTY INFORMATION

Please return this form to the St. Ignatius wedding director no later than one (1) month before the wedding.

The wedding coordinator will call you in the week before the wedding to review all paperwork and guidelines. Please allow approximately thirty (30) minutes for this call.

Bride: _____ Groom: _____

Contact Name: _____ Contact Phone: _____

Wedding Date/Time: _____ Rehearsal Date/Time: _____

Officiant: _____ Officiant Phone/Email: _____

Alter Server(s): _____

Parents of the Bride: _____

Contact Info: _____

Parents of the Groom: _____

Contact Info: _____

PREPARATION FOR THE NUPTIAL MASS

Will you have a Mass? Yes ____ No ____ Will you have Altar Servers? Yes _____ No _____ Number? ____

LITURGY OF THE WORD:

First Reading: _____ Reader: _____

Responsorial Psalm: _____ Reader: _____

Please write SINGER if the responsorial psalm will be sung.

Second Reading: _____ Reader: _____

Gospel: _____

Prayers of the Faithful: _____ Reader: _____

LITURGY OF THE EUCHARIST:

Number of Guests: _____ Approx. number to receive Communion: _____

Gift Bearer (wine): _____ Gift Bearer (bread): _____

Extraordinary Minister(s) of Communion: _____

Not required.

Altar Servers: _____

Not required.

Flowers for the Blessed Mother? Yes ____ No ____ Flowers for Mothers of Bride/Groom? Yes ____ No ____

BRIDAL PARTY INFORMATION

PROCESSION: ESCORT:

Groom's Grandmother/Escort: _____

Groom's Grandmother/Escort: _____

Bride's Grandmother/Escort: _____

Bride's Grandmother/Escort: _____

Stepmothers (if applicable)/Escorts: _____

Groom's Mother/Father: _____

Bride's Mother/Escort: _____

Flower Girl/Age: _____

Adult escort must be prepared to walk down the aisle with child.

Ring Bearer/Age: _____

Adult escort must be prepared to walk down the aisle with child.

Please list in the order in which they will walk:

BRIDESMAIDS

GROOMSMEN

MAID/MATRON OF HONOR _____ BEST MAN _____

BRIDE ESCORTED BY FATHER: _____ OTHER _____

USHERS: _____

NOTES: