

# *Wedding Guidelines*



*Church of the Resurrection*

*1619 California Avenue*

*Cincinnati, Ohio 45237*



## Church of the Resurrection

### Wedding Guidelines

Congratulations on your engagement! We are honored that you are considering celebrating the sacrament of marriage at the Church of the Resurrection. Our beautiful church is located within a few minutes of exiting both I71 and I75 off of the Norwood Lateral. We provide ample on-site parking. **We welcome both parishioners and non-parishioners**, as long as at least one of you is Catholic and both of you are free to marry in the Church. **Weddings are scheduled on Saturdays to begin ANYTIME between 1:30–3:30pm.** If you have questions at any point leading up to your wedding day, please contact our wedding coordinator. In the meantime, enjoy your marriage preparation process as the two of you grow closer to each other and in your faith!

#### FEES

**The fee for celebrating a wedding at the Church of the Resurrection is \$1000. A \$300 non-refundable deposit is required to reserve the wedding date. The \$700 balance must be paid two months before the wedding.** Active parishioners of the Church of the Resurrection for a least one full year preceding their wedding should contact the wedding coordinator for details on a parishioner discount. The deposit and balance checks should be made payable to Church of the Resurrection; be sure to include the bride's name and the wedding date on the check. Non-payment will result in cancellation.

**This reservation fee includes the following.**

- Use of the church for (3) three hours, which will include all vendor/guest access, set up, the ceremony, photos and clean up
- One-hour rehearsal on the Friday preceding the wedding may be scheduled to begin at or before 6:00pm
- Use of the parish center by the wedding party before the ceremony (within reserved time).
- The assistance of a COR wedding coordinator at the rehearsal & wedding
- Parking lot attendants to direct parking and circulate the parking areas on the day of the wedding
- On-site parking

**Musician fee, cantor fee and the celebrant's stipend are not included in the reservation fee.** These fees and stipend are to be paid before the wedding.

If you wish to have ALL your photos taken in the church BEFORE the ceremony, the 3 hour reservation will begin 1.5 hours before the scheduled start of the ceremony. If you will have ALL your photos in the church taken AFTER the ceremony, your 3 hour reservation will begin 1 hour before the ceremony. The wedding ceremony can be scheduled to begin anytime between 1:30 pm to 3:30 pm.

Requests for changes in contracted dates or times need to be submitted to the COR coordinator in writing. If the request is accepted, any changes will be reflected on the contract and a new copy will be emailed to you.

## **SCHEDULING YOUR WEDDING**

### **Reserving a date for your wedding.**

- Contact the Church of the Resurrection (COR) principal Wedding Coordinator, Rita Winters, to begin the process of scheduling your wedding at [norrita0603@aol.com](mailto:norrita0603@aol.com) or 513.885.5995.

### **To finalize your date, you need to send the following to our office:**

- \$300 non-refundable deposit
- Completed & signed contract
- A Catholic priest or deacon to officiate your ceremony and his written confirmation. (Our office will send him a letter to which he must respond within 30 days confirming he is in good standing with the Catholic Church, license to perform weddings in Ohio, will be responsible for your marriage preparation as required by the Archdiocese of Cincinnati, will provide the necessary paperwork to COR representatives at the rehearsal & will perform your ceremony at the contracted time.)

We will hold your date after receiving your deposit and contract, but the letter from your priest is needed within 30 days to complete the reservation. If no letter is received, the date will no longer be held in your name. If the marriage preparation is not completed or your officiant does not feel you will be adequately prepared for a lifetime of marriage by the time of the ceremony, your date will be canceled.

Your reservation will be made official when the above items have been received and your contract has been signed by a COR representative (a copy will be mailed to you for your records). Requests for changes in contracted dates or times need to be submitted to the COR coordinator in writing. If the request is accepted, any changes will be reflected on the contract and a new copy will be emailed to you.

If both of you are non-parishioners and your officiant is not the pastor of your parish, you will need a letter from your current parish granting you permission to marry in another church. This is a sign of respect to your parish.

**The wedding cannot take place without a marriage license!** All couples will need to bring a valid marriage license to the rehearsal. If you live in Ohio, you will apply for the license from the county in which you reside. If you live outside of Ohio, you will apply for a license from the county in which you are getting married. The Church of the Resurrection is in Hamilton County. Visit the Hamilton County website for more information and to pre-register: [www.probatect.org/marriagelicenses/index.htm](http://www.probatect.org/marriagelicenses/index.htm).

## ARCHDIOCESE OF CINCINNATI REQUIREMENTS

The Archdiocese of Cincinnati requires couples to participate in a marriage preparation program. The priest/deacon presiding over your ceremony is responsible for ensuring you complete the minimum Archdiocesan requirements ([www.catholiccincinnati.org/ministries-offices/family-life/marriage/engaged-couple-programs](http://www.catholiccincinnati.org/ministries-offices/family-life/marriage/engaged-couple-programs)). Failure to fulfill Archdiocese requirements or to submit required paperwork will result in nullification of the contract.

## LITURGICAL PREPARATION AND PLANNING

***Wedding Mass or Wedding Service.*** A **Wedding Mass** is the preferred service for a wedding provided that both the bride and groom are Catholic and are active in their faith lives. The couple must be attending a weekend Mass and Holy Days and be in good standing with the Church. A **Wedding Service** is the service option that is available to a couple when either the bride or groom is non-Catholic or both Catholic parties are not active participants in the life of the Church. This service contains the Liturgy of the Word (scripture readings) with the Rite of Marriage. The Eucharist is not celebrated. A deacon will officiate at a Wedding Service.

***Wedding Coordinator.*** The parish has qualified and trained parish wedding coordinators to assist you in the planning of your wedding liturgy. The Church of the Resurrection principal Wedding Coordinator should be contacted six months prior to the wedding liturgy to begin the planning process at [norrita0603@aol.com](mailto:norrita0603@aol.com) or 513.885.5995. A Wedding Coordinator will assist the wedding couple on specific practical issues relating to the rehearsal and wedding liturgy as well as coordinates decisions to ensure that the ceremony and decor are appropriate, beautiful, and tasteful.

### **The Wedding Coordinator's responsibilities are:**

- Assisting the couple with issues regarding the church building once the wedding and rehearsal have been scheduled with the parish office. The wedding coordinator will ensure that the facility is prepared and that necessary arrangements are made. Questions regarding the church, what is available, and its usage should be directed to the coordinator.
- Acting as the parish host to welcome guests and make their presence comfortable on the days of rehearsal and wedding liturgy.
- Answering questions from the photographer, videographer, florist, and personal attendants.
- Preparing the worship space for the liturgy and assists the presider.

- Guiding readers and ushers with their duties and appropriate liturgical movement. The coordinator will have copies of readings and Prayers of the Faithful and assist the lectors.
- Assisting with the liturgical movement of the wedding party and families at both the rehearsal and wedding liturgy.
- Ensuring that the wedding party has vacated the church proper within one hour after the wedding liturgy has concluded on other days.
- Leading the entire rehearsal if the priest or deacon is unavailable.

*Music Coordinator, Liturgical Musicians, and Music.* Music is a major element for the joyous celebration of the sacrament of marriage. It is expected that the service music (psalm, gospel acclamation and Eucharistic acclamations, for example) will be sung. Music for weddings at the Church of the Resurrection is selected and planned with our parish minister of music who will also serve as the principal pastoral musician at your wedding. The minister of music is aware of both the general policies of the Catholic Church as well as the specific music protocols of the parish. You are encouraged to gather ideas and thoughts regarding music for the wedding liturgy. The wedding couple should meet with the parish minister of music six months prior to the wedding. To set up a music meeting, please contact the parish minister of music at [music@resurrectioncinci.org](mailto:music@resurrectioncinci.org) or 513.242.0400. **Musician fees are not included in the reservation fee.**

*Other Liturgical Ministers.* The wedding ceremony requires additional liturgical ministers. Generally, these other liturgical ministers are Catholics who have been formally trained. These include the ministries of Lector (readers) and Extraordinary Ministers of Holy Communion. If a family member or friend attending the wedding has been mandated in the Archdiocese of Cincinnati as an Extraordinary Minister of Holy Communion or Lector, they may serve at the wedding as needed. If needed, the parish community is also able to provide competent lectors and ministers of Holy Communion. All liturgical ministers are asked to attend the wedding rehearsal to ensure a smooth and prayerful wedding liturgy.

*Prayers and Readings for the Wedding Liturgy.* Couples select scripture readings from among those listed in the book Supplemental Materials for Catholic Marriage Preparation. The psalm will be sung and should be coordinated when planning the music. Prayers and blessings are selected from the wedding ritual. Permission for prayers or readings other than those listed must be approved by the priest or deacon.

There are options within the wedding rite. For example, you may select scripture readings, blessings and prayers from the approved texts. You can select friends or family members for different roles in the ceremony, such as readers and gift bearers at the Offertory. Making these choices with your future spouse and with the priest or deacon can help you learn more about the Catholic understanding of marriage and to become more deeply involved in your celebration of it.

**Rehearsals.** A wedding rehearsal in the sanctuary will be scheduled with the wedding couple and the marriage preparer to practice the physical and ritual action of the ceremony. Those attending this rehearsal would include the bridal couple, their parents, the wedding party, lectors, and ushers. The rehearsal is usually scheduled the day before the wedding, depending upon the availability of the church. Musicians do not normally attend this rehearsal. Music rehearsals are scheduled independently with the parish minister of music.



## ETIQUETTE FOR THE USE OF THE CHURCH BUILDING

The church is a House of Prayer for the People of God. We welcome all of God's children. We ask everyone to respect the sacred nature of the space. Appropriate conversation should be kept to normal speaking volume levels, avoiding loud outbursts and yelling. Children should be supervised at all times and not allowed to run freely. Appropriate attire should be worn while in the church.

**Sanctuary Furnishings.** The altar, ambo, presidential chair, candles, processional cross, plants/flowers, and other liturgical and environment items are an integral part of the Roman Catholic liturgy. They are a permanent part of the church environment. Respecting their sacred function, items should not be placed on or near any of these objects. It may be appropriate to tastefully adorn spaces with minimal flowers or plants, but church guidelines do exist pertaining to this. In general, the overall liturgical environment within the worship space is determined for the particular liturgical season. The wedding liturgy takes place within the context of the liturgical season and calendar of the church. Any additional decoration needs to coordinate with existing elements within the worship space. The Wedding Coordinator can assist with any possible options and should be contacted early with any concerns or questions.

*Dressing Rooms.* Our Parish Center is available for the bride and attendants before and after the wedding ceremony. We ask that someone within the wedding family or party be assigned to ensure these rooms are left in a neat condition when vacating. All boxes, hangers, personal belongings, or trash need to be taken or thrown away.

*Food and Drink.* Food and drink is allowed in the Parish Center only. Alcoholic beverages are prohibited on church property before, during, and after wedding rehearsals and liturgies. The entire church is gum and smoke-free.

*Post-wedding Clean-up.* To ensure that the church and all other areas used by the wedding party are left clean and ready for others' use, someone should be appointed to be responsible for removal of all wedding and personal items. This would include all remaining printed programs, pieces of dropped flowers or leaves, pew bows, or anything other items the wedding party brought into both the church and other spaces.

## WEDDING ENVIRONMENT

*Aisle Runners.* For safety reasons, aisle runners may NOT be used inside or outside of church.

*Aisle Bows or Flowers on Pews.* If used, these items need to be attached to the pews with plastic bow-hooks, available from florists or hobby/craft stores at a minimal cost. Tape, tacky substances or other adhesive may not be used on the church furniture. The Wedding Coordinator can be of assistance to offer suggestions, if needed.

*Candelabra.* The sanctuary is furnished with candles necessary for the liturgy. Additional candles and a candelabra are NOT permitted.

*Rice, Confetti, Birdseed, Bubbles, and Balloons.* Due to their messy character, we ask that rice, confetti, birdseed, soap bubbles, and balloons not be used either inside or outside of the building.

*Unity Candle.* The use of a Unity Candle at the Church of the Resurrection is NOT permitted.

*Presentation of Flowers to the Virgin Mary Shrine.* The presentation of flowers to the image of the Blessed Virgin Mary is an option within the Catholic wedding rite and takes place after Communion. The couple walks to the shrine, places the flowers and pauses for a moment of prayer. Traditionally, a single rose or small bouquet of flowers are placed before the shrine. The flowers are either laid directly on the pedestal provided or placed in a vase.

*Photography.* Since the Rite of Marriage is a sacrament occurring within sacred liturgy, photography and videography must never detract from the sacred character of the ritual. Although one may want to catch the “Kodak moment,” the atmosphere created with camera flashes and people stepping into the ritual action is counter to the primary purpose of the liturgy. We discourage flash photography and ask that people not leave their places to take photographs. With some forethought, discreet and well-placed cameras without flash can be acceptably located. Couples and wedding parties can also “re-create” the moment for photography purposes during the scheduled photography time. We encourage the couple to hire a professional photographer who would be the only one taking pictures during the wedding ceremony. The wedding coordinator will be available on the wedding day to review the procedure and be of assistance to the photographers.

*Flowers and Sanctuary Décor.* Our sanctuary area is relatively small and not able to accommodate extensive additional décor. Additionally, the church environment will already be set according to the current liturgical season of the church. It is important that the florist is aware of the parish policies and that the wedding coordinator is consulted before the finalization of floral plans with the florist. If the florist needs additional time for onsite installation, they will need to contact the wedding coordinator to set a time when she or a representative from our parish can be present. All rented and personal items (flowers, stands, etc.) should be removed from the sanctuary within one hour after the ceremony concludes. The parish is unable to safeguard any rented or personal items after this time.



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