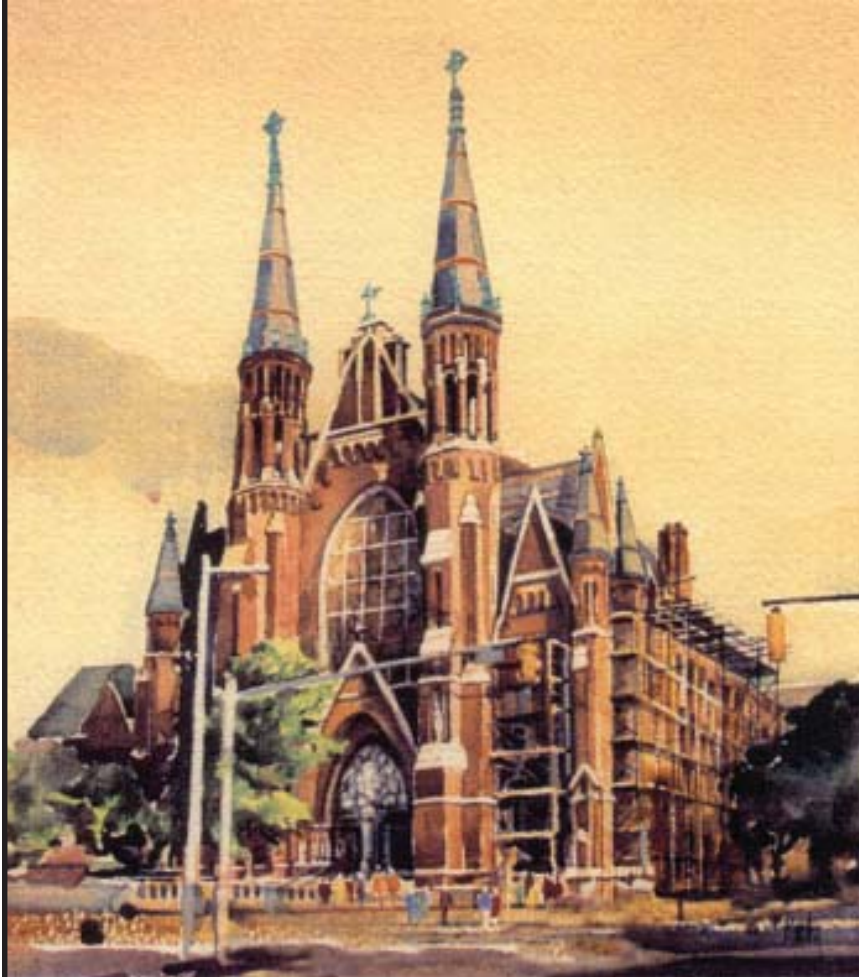


WEDDING GUIDELINES



**THE CATHEDRAL OF SAINT PAUL
DIOCESE OF BIRMINGHAM IN ALABAMA**

Wedding Guidelines
revised 08/16/07

CATHEDRAL OF SAINT PAUL
POST OFFICE BOX 10044
BIRMINGHAM ALABAMA 35202-0044
2120 THIRD AVENUE, NORTH
BIRMINGHAM, ALABAMA 35203-3315

205-251-1279
205-251-1284 (FAX)

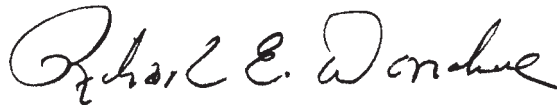
WEDDING COORDINATOR
MEGAN WYATT
VOICE MAIL: 205-251-1279 EXTENSION 603
E-MAIL: WEDDINGS@STPAULSBHM.ORG

August 16, 2007

My dear friends in Christ,

In this booklet you will find the guidelines for celebrating the sacrament of Marriage at the Cathedral of Saint Paul in Birmingham. These guidelines are an assistance for you. They are not a series of restrictions; rather, they are intended to help you with planning the liturgy of this most important day in your lives, and to insure that your desire for a beautiful wedding is fulfilled.

Sincerely yours in Christ,

A handwritten signature in black ink, reading "Richard E. Donohoe". The signature is written in a cursive, flowing style.

Very Reverend Richard E. Donohoe,
Rector

SCHEDULING YOUR WEDDING

The first step in scheduling your wedding is to obtain a letter from your pastor verifying that you are an active Catholic in good standing; then contact the Cathedral office to discuss possible dates. Diocesan policy requires a six-month preparation period before the wedding can take place. Before your wedding date can be scheduled, you must also present a letter from the priest or deacon who will preside at your marriage ceremony and a letter from the priest or deacon who will be responsible for your marriage preparation.

Weddings may not be scheduled during the season of Advent or the season of Lent. Catholic weddings are to be celebrated in a church, and they are not to be celebrated on Sunday. (*Catholic Marriage Policy for the Diocese of Birmingham in Alabama 11/11/99*)

The Cathedral Life Center is a beautiful location for your wedding reception. Should you wish to consider having your reception at the Cathedral Life Center, information is available at the Cathedral Office.

MARRIAGE PREPARATION

During your six-month preparation period you will:
Complete the pre-nuptial inventory and outline of preparation
Discuss any dispensations or permissions necessary
Attend an Engaged Encounter weekend.

You may register for Engaged Encounter at their website:
www.BirminghamCEE.org

You will receive a book: *Together for Life* by Joseph M. Champlain, which contains all the readings and prayers from which you may choose, and which gives you a complete outline of the

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ceremony. There are two editions of the book, one for Marriage within Mass and one for Marriage outside Mass. A Marriage outside Mass is recommended when one of the wedding couple is non-Catholic.

There is a helpful form in the back of the book which you should fill out and return to the church at least two weeks prior to your wedding date; this form is given to the person who prepares the readings and prayers for your wedding liturgy. Copies of the readings and the General Intercessions will be available at the rehearsal for the readers.

Providing the printed worship aid for your wedding is your responsibility. The Music Director will provide you with a complete outline of your ceremony, plus any necessary music graphics, for you to take to your printer.

YOUR CATHEDRAL WEDDING COORDINATOR

Megan Wyatt
e-mail: weddings@stpaulsbhm.org
voice mail: 205-251-1271 extension 603

Mrs. Wyatt will assign you a Cathedral Wedding Director, who will help you work with the Cathedral Staff in planning the details of your wedding liturgy. This Wedding Director is responsible for supervising everything involving the Cathedral Church and grounds connected to your wedding ceremony.

If you have chosen to have your wedding reception in the Cathedral Life Center and have hired a supplementary wedding coordinator/planner, that person has no role in the liturgical celebration, either in the Church or on the grounds, and must coordinate all activities at the Cathedral Life Center with the Center's Event Manager, who represents the Cathedral in all activities taking place at the Center.

PLANNING THE WEDDING CEREMONY

Celebrating the sacrament of Marriage involves not only the couple to be married and their families and friends, but also the Cathedral, the Rector, music director, cantor, sacristan, and the Cathedral building itself.

Working closely with your Wedding Director will ensure that your wedding liturgy and the activities which surround it comply with the guidelines of the Cathedral of Saint Paul. Additions to the liturgy such as the “unity candle” are not permitted at St. Paul’s.

Please refer any questions from your florist, photographer, or video camera operator to your Wedding Director.

GENERAL GUIDELINES

THE WEDDING PARTY

Space in the Cathedral Sanctuary area is limited. To maintain the Roman Catholic liturgical spirit of “noble simplicity”, the number of individuals in the wedding party should reflect the dignity of the Sacrament.

Any children involved in the wedding ceremony should be mature enough to reliably fulfill their assigned role.

Members of the wedding party will have access to separate meeting rooms prior to the wedding for dressing and pre-nuptial preparation.

The groom and groomsmen will be directed to the Board Room, which is in the office building directly behind the Cathedral.

The bride and bridesmaids will have access to the Cathedral Room, which is below the Church.

Snacks, finger foods, and non-alcoholic beverages only may be consumed in these locations. All food and other personal items must be removed prior to the beginning of the wedding liturgy.

THE WEDDING DRESS AND THE DRESS OF THE WEDDING PARTY

Your Marriage ceremony will take place in Sacred Space. Accordingly, apparel for the bride, the groom, and the entire wedding party should reflect a spirit of modesty, dignity, and decorum. Dresses which are backless, strapless, have a plunging neckline, or do not cover the shoulders are not acceptable during the ceremony itself or for photographs taken inside the Cathedral. If the style of dress you choose for yourself or your attendants is revealing, please make arrangements for a shawl or wrap to be worn for any activity taking place within the Cathedral. If the celebrant deems necessary, a wrap will be provided before the celebration of the liturgy.

MUSIC GUIDELINES

Wedding music must meet the standard defined by the wedding music directives of the Diocese of Birmingham. Mr. Stephan Calvert, music director of the Cathedral, will assist you in selecting music that meets these guidelines. Mr. Calvert or his designate will be the organist for the wedding. All musicians are to be scheduled through him.

Cantors must come from the Cathedral Music Department and are to be scheduled through the Cathedral Music Department. Guest soloists may sing, but must audition either in person or via tape or CD; and they must come prepared for the service.

As a policy of the Rector of the Cathedral, the responsorial psalm, gospel acclamation, and Eucharistic Acclamations are always sung, never spoken.

THE WEDDING REHEARSAL

The wedding rehearsal sets the tone for the ceremony the next day. Remember that the spirit of modesty, dignity, and decorum desired for your wedding ceremony should extend to the rehearsal. Please ask your parents, attendants, and all who have a specific role in the wedding to arrive fifteen minutes before the rehearsal is scheduled to begin.

Only those people who have specific responsibilities in the wedding liturgy should come to the rehearsal.

If you have additional guests invited to the dinner afterward, please ask them to meet your party at dinner. (Neither the Rector nor the Assistant Rector makes assumptions regarding invitations. If you wish him to attend specific functions connected with your wedding celebrations, please make every effort to invite him early.)

Your rehearsal should last no longer than one hour.
Please bring a few copies of your worship aid to the rehearsal.
Please bring your marriage license to the rehearsal.
Parking is available in the lot across 22nd Street from the Cathedral.

REMEMBER THAT THE CATHEDRAL IS SACRED SPACE.

The Blessed Sacrament is reserved in every Catholic Church dedicating it to God's presence. Everything done for the wedding must both reflect and respect this reality.

PLACEMENT OF FURNISHINGS

The placement of liturgical furnishings is legislated by the *General Instruction of the Roman Missal*, and is not negotiable.
All furnishings in the sanctuary are to remain in their original position.

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PEW MARKERS

Bows and/or flowers may be placed on the pews.

They must not be secured with anything damaging to the wood.

Insurance prohibits the use of unprotected lighted candles as pew markers.

Candles completely enclosed in glass holders may be used.

FLOWERS

Two large floral arrangements are permissible in the Sanctuary area.

The wedding flowers, placed in the Church for God's greater glory, are to remain there for that purpose.

SAFETY ISSUES

Potential hazard dictates that:

- ◆ An aisle runner may not be used;
- ◆ Flower girls are not to throw flower petals or other potentially slippery items in the procession;
- ◆ Absolutely nothing is to be tossed at or over the newly married couple. (Rice, birdseed, bubbles, etc...), on the steps or grounds of the Cathedral.
- ◆ The receiving line should take place at the reception;
- ◆ The guest book may be located in the narthex or placed at the reception.

PHOTOGRAPHY

To maintain the sanctity and dignity of the occasion, all photographers will, without exception, follow these directives:

- ◆ Photograph sessions may begin three hours before the wedding ceremony is scheduled to begin.
- ◆ The Cathedral must be cleared half-an-hour before the ceremony is scheduled to begin.
- ◆ Photographic sessions must be concluded forty-five minutes after the wedding.

FOR A SATURDAY EVENING WEDDING

- ◆ Photographs may be taken beginning at 2:00 p.m.
- ◆ Though the Sacrament of Reconciliation begins at 3:00 p.m., photographs may continue to be taken in the Cathedral while the Sacrament of Reconciliation is being offered.
- ◆ Everyone involved must be respectful and quiet.
- ◆ Photograph sessions must be concluded within forty-five minutes after the wedding.

PHOTOGRAPHY INSIDE THE CATHEDRAL DURING THE CEREMONY

- ◆ A flash picture of the bride may be taken as she comes down the aisle at the beginning of the ceremony.

- ◆ No flash may be used during the ceremony.

- ◆ Pictures may be taken without flash from the balcony during the ceremony.

- ◆ The photographer is to consult with the music director about placement of photographic equipment.

- ◆ The photographer, videographer, or assistants are not to move around the Cathedral during the ceremony under any circumstances.

- ◆ No pictures may be taken in the Sanctuary.

- ◆ All video equipment is to be stationary.

- ◆ Stationary cameras may be set up in the balcony and/or in the chapel door, but without video spotlights.

FEES AND STIPENDS

USE OF THE CATHEDRAL FEE

Non-parishioners and parishioners of less than two years at the time of booking are expected to pay a use of the Cathedral fee of \$1,500.00 at the time the wedding is scheduled.

Non-contributing parishioners and parishioners who contributed less than \$650.00 the preceding year are expected to pay a use of the Cathedral fee of \$650.00 at the time the wedding is scheduled.

The rental fee is waived for parishioners who are active and have contributed more than \$650.00 the previous year.

These fees are non-refundable. If payment is not received in thirty days, the reserved date will be forfeited.

STIPENDS

All stipends are to be sent to the Cathedral Office at least one week before the wedding. Please present them in a single check.

STIPENDS INCLUDE:

Organist	\$200.00
Sacristan	\$125.00
Altar Servers	\$ 20.00 each
Cathedral Wedding Director	\$225.00
Security Guard (up to four hours)	\$ 60.00
Cantor/Soloist	\$150.00

There is no set stipend for the priest, but a stipend is customary.

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