

*St. John, Apostle and Evangelist*  
*15 Plaza Square*  
*St. Louis, MO 63103*  
*Phone 314-421-3467 Fax 314-588-9544*

---

### *Rehearsal and Wedding Date and Time*

St. John, Apostle and Evangelist Church only schedules weddings for Saturdays at 2:00 pm. The Church is available on the wedding day from 12:30 pm till 3:30 pm; all wedding related activities must end by 3:30 pm. Wedding rehearsals are scheduled for the Friday evening immediately preceding the wedding, at 6:00 pm, without exception. A wedding rehearsal is mandatory and may be held only at St. John, Apostle and Evangelist Church.

### *Scheduling and Confirmation of the Wedding Date*

If you are a registered (for a minimum of one year) and active member of the parish contact the rectory for details. We will explain the procedures, answer your questions, and set the tentative date.

If you are not a registered and active member of St. John:

1. The Catholic party must have written permission from the proper pastor. We have the necessary form.
  2. Contact a priest or deacon to witness your marriage. Whoever agrees must return a completed form to us agreeing to:
    - a. Accept responsibility for coordinating and completing your marriage preparation.
    - b. Completing the necessary paperwork and documentation, and obtaining necessary permission or dispensation from the proper Chancery or Chanceries, for delivery to St. John, Apostle and Evangelist Church, 15 Plaza Square St. Louis, Mo. 63103 not later than one month before the wedding.
- No wedding can be scheduled if an annulment is pending.***
- c. Be present for the rehearsal.
    - d. Witness your marriage.
  3. Make an offering of \$900.00, (*effective August 1, 2010*) for the use of the church, and parish hall, as a bridal room for dressing and photographs before the wedding. A check may be made payable to: St. John, Apostle and Evangelist Church.

**NOTE:** No wedding date is confirmed until all of the above steps have been completed.

### *Preparation*

In accordance with the norms of the Archdiocese of St. Louis, the following are required:

1. Participation in FOCUS - Facilitating Open Couple Communication, Understanding and Study with the priest or deacon or his designee.
2. Participation in at least one approved marriage preparation program.
3. Completion of the necessary forms for our Church records.

4. Planning of your ceremony with the priest or deacon.
5. If the priest or deacon is not serving in the Archdiocese of St. Louis, notify the parish office as soon as possible. Permission forms from both his diocese and the Archdiocese of St. Louis are required.
6. Please inform your parish of your wedding at least one month in advance.

## *Planning Your Marriage Ceremony*

Because you are being married in a Catholic Church, the ceremony will follow the ritual of the Catholic Church. However, there are some options available to you. The book we offer to help you in preparing your marriage ceremony is *Together for Life*. There are others which the priest or deacon may prefer.

### 1. Nuptial Mass or Ceremony only

- a. If both of you are Catholics ordinarily you would have a Nuptial Mass.
- b. If one of you is not Catholic ordinarily you would have a Ceremony only.
- c. If one of you has never been baptized in any Christian Church it is not possible to have a Nuptial Mass, a Ceremony only is the option available to you.

### 2. Music

St. John adheres strictly to the guidelines for *Music at Weddings* as published by the Archdiocese of St. Louis. Because of the Sacramental nature of the Wedding Ceremony, secular music is not permitted. Music should be appropriate, enhancing the Liturgy and emphasizing the sacred character of the marriage ceremony.

- a. The Parish Music Director, Donald Massey is responsible for all music for the wedding. He should be contacted by phone at (314) 773-3155 or by e-mail at donmassey@prodigy.net as soon as the wedding date is set and the church has been secured.

If Mr. Massey has a scheduling conflict, he will direct you to one of his colleagues.

- b. A Cantor is mandatory. It is the role of the Cantor to lead the congregation in the singing of the various sung responses and service music. The Cantor will sing the Psalm and lead the congregation from the music stand located in the Sacred Heart (south side) area of the sanctuary.

- c. Soloists are welcome. A Soloist may serve as the Cantor, but in this case the Soloist must be familiar with the role of the Cantor. If the Soloist is not a trained Cantor, a list of approved Cantors will be provided.

- d. Care should be given to insure that as much of the music as possible is suitable for congregational singing.

The Responsorial Psalm is to be a Psalm.

The Gospel Acclamation is always to be sung.

A song is never sung during the lighting of the unity candle or at the sign of peace.

The Lord's Prayer, during the Communion Rite, may NEVER be a solo.

The Communion Song should be congregational in nature.

- e. St. John is an acoustically wonderful space which allows for the music and the singers, to be perfectly balanced. The Organ has been specifically voiced to enhance the sound in this space.

All instrumentalists must perform from the choir loft. No instrumentalist will be allowed in the sanctuary at anytime.

Amplification of any kind is not necessary in the choir loft. The sound carries perfectly in the space of St. John, Apostle and Evangelist. Most trained singers, who would like to sing a solo will not need a microphone. If a microphone is necessary, there is a wired microphone available in the choir loft.

NO outside speakers or amplification of any kind may be brought into St. John. A piano is also available in the choir loft.

**NOTE:** With Regard to Guest Musicians.

In order to preserve the integrity of the Liturgical Celebration, St. John welcomes any liturgically trained musician, subject to the approval of the Parish Music Director. If the guest musician is not a liturgically trained and approved musician, the couple must secure the services of either the Parish Music Director, or another liturgically trained musician to be on-hand during the service to assist the guest musician with the various aspects of the liturgy.

It is not required that Mr. Massey be engaged for every wedding, but he has the final approval for all guest musicians and all music used during the service. Guest musicians must secure permission to play at St. John by contacting Mr. Massey at (314) 773-3155 or by email at donmassey@prodigy.net prior to the wedding.

If a bagpiper is engaged, the piper may not perform in the Church, the piper must remain in the plaza area in front of the Church.

### 3. Servers

If you wish to have servers for the wedding ceremony, you must provide them. We do not have vesture for servers so you will also need to provide the servers' albs. Servers are not essential; they are optional.

If servers are used, they must be dressed appropriately:  
for male servers -- dress or polo shirt, long trousers, dress shoes and dark socks,  
for female servers -- similarly appropriate attire for the church sanctuary.

### 4. Photography

- a. Photographers are asked to avoid becoming a distraction during the ceremony.
- b. Photographers may not enter the Sanctuary during the ceremony.
- c. Flashes and camera lights are *not* permitted during the ceremony.
- d. Tripods or light stands may not be left unattended in an aisle.
- e. Videographers must remain stationary during the ritual, either in the choir loft or on the south side of the Church in the area of the Baptismal Font.
- f. Photographs may not be staged in the area between the High Altar and the Altar of Sacrifice.
- g. Photographs may be taken till 3:30 pm.

### 5. Flowers and Decorations

- a. Only freshly cut flowers and live plants are permitted.
- b. Floral or foliage arrangements in the sanctuary **must** remain in the sanctuary following the wedding. They may not be removed by family, friends or florists. Floral arrangements are not "loaned" in this sacred space simply for the duration of the ceremony. They are your gift to God and to enhance, for worship, the Lord's House.

- c. No tape or mechanical devices may be added to the pews or communion rail. “Pipe cleaners” or rubber bands are acceptable.
  - d. An aisle runner should not be used. Because the church aisles are carpeted, a runner atop the carpet, especially a plastic runner, can be punctured by the shoes of women wearing heels. They can, in turn, trip and become unstable or even fall. You will want to avoid such embarrassment, which our regulations seek to avoid.
  - e. Flowers may not be placed on the Altar of Sacrifice, but may be placed on the white marble High Altar behind it.
  - f. Florists should be instructed that aisle candles, etc. must be removed immediately *after the ceremony* and before the Saturday evening parish Mass.
  - g. Florists MUST remove all boxes, paper, etc. they bring to the church.
  - h. A family member or friend should be designated to remove all programs/worship aids, and any other materials brought to the church for the wedding. Please indicate on the Information Form who this person is.
  - i. If a Unity Candle is used, the pedestal and two “side candles” are provided for you. You may bring your own “center candle” or make use of ours.
6. Decorum
- a. No food or drink, other than bottled water, is permitted in the Church.
  - b. Alcoholic beverages are not permitted anywhere on parish grounds.
  - c. Cell phones should be turned off or set to vibrate.
  - d. Please dress appropriately.
  - e. No rice, birdseed, flowers or any other item may be thrown in the Church or on its grounds.

### *Use of the Parish Hall*

1. The hall is available for dressing and preparation only. Food and drink are not permitted. Alcoholic beverages and smoking are forbidden.
2. Everything brought in by the wedding party must be removed before departing after the ceremony.
3. For security reasons the hall is locked when the bridal party goes to the church. Still, purses or valuables should not be left in the hall unattended. St. John cannot be responsible for loss of any such valuables.

### *Conclusion*

We hope that these guidelines will help to make the ceremony for your wedding prayerful and memorable. Your cooperation is appreciated. If you have any questions please feel free to contact the Parish Wedding Coordinator. We want to do everything possible to help you in this most important day of your lives together.