



# Wedding Guidelines

Church of Saint Mary  
1347 East 49<sup>th</sup> Place  
Tulsa, Oklahoma 74105



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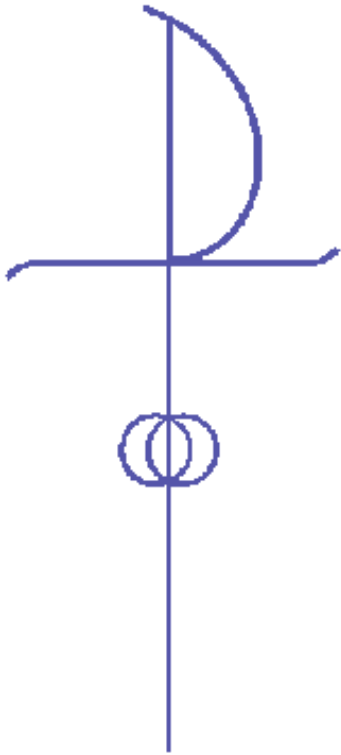
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Parish Priests 918.749.1423  
Business Administrator 918.749.1423 X101  
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## INTRODUCTION..



Congratulations on your plans to be joined together in the Sacrament of Marriage! We at the Church of Saint Mary are aware of how important your wedding is to you, your family, and the Catholic Church. For Catholic Christians, the most important aspect of their wedding day should be the liturgical celebration in which they make their commitment to each other. Too often the preparations for the wedding day cause us to lose sight of the importance of the wedding liturgy itself. We are also aware that there are some practical items which you may wish to know. Before we list them, we would like to highlight the very center of marriage, and that is *COMMITMENT*. This *CHRISTIAN COMMITMENT* joins in three areas:

*Commitment Between Man and Woman:* Only when both persons have arrived at a sufficient level of self-identity and independence can they commit themselves freely and totally. At this very personal level there are three key words: *MATURITY, FREEDOM OF DECISION* and *UNCONDITIONAL LOVE*.

*Renewal of Commitment to Jesus Christ:* Just as the marriage partners are to freely and totally give themselves to one another, so too, in Christian marriage the couple commit themselves to Jesus, the Gospel message and power.

*Commitment to the Church:* The couple shares unity with God's people, the Church. When these three elements are present, the Lord promises to be present. This constitutes marriage as a sacrament.

## MARRIAGE GUIDELINES. . . .

Please make all marriage arrangements with the priest or deacon you wish to officiate at your wedding at least four months prior to your wedding date. Priests or other ministers who are friends or relatives of the couple are welcome to assist one of our parish priests at your ceremony. They are, however, expected to follow these guidelines.

The priest or deacon you contact will meet with you personally to set a date and time for the wedding ceremony and rehearsal. He will give you information regarding pre-marriage conferences offered by the Diocese of Tulsa and about Engaged Encounter Weekends. The priest you contact will also put you in touch with the parish Music Director to plan your liturgy and the music for it.

The place of the wedding is to be the church (Church of Saint Mary), or the chapel (Marian Chapel). Church policy does not permit alternate sites such as parks, homes, hotels, boats, etc. The parish church is the place where the local Christian Community gathers to pray, hear the Word of God, and celebrate the great events of Christian life. The church also symbolizes God's Kingdom and our coming to it. The policies mentioned hereafter also apply to weddings held in the Marian Chapel.

The liturgy will be discussed and planned with the priest whom you have chosen to officiate. The Music Director will also be helpful in choosing appropriate music.



### Types of Marriage Liturgies

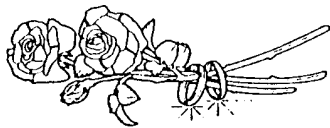
There are two types of liturgies for the Rite of Marriage: 1) the Rite of Marriage During Mass, and 2) the Rite of Marriage Outside of Mass. Many times in an inter-faith marriage the couple will choose the Rite of Marriage Outside of Mass. The reason for this is that under current Roman Catholic Church policy, a non-Catholic is not permitted to share Holy Communion. The National Conference of Catholic Bishops stated "We welcome to this Celebration of the Eucharist those Christians who are not fully united with us.

It is a consequence of the sad divisions in Christianity that we cannot extend to them a general invitation to receive communion. Catholics believe that the Eucharist is an action of the celebrating community signifying the oneness in faith, life, and worship of the community. Reception of the Eucharist by Christians not fully united with us would imply a oneness which does not yet exist, and for which we all must pray."

## Times for Marriage

The Rite of Marriage may be celebrated on Saturday between the hours of 10:00 a.m. and 2:00 p.m., inclusive, or at 7:00 p.m. Ceremonies may also be scheduled on Friday evening at 6:00. Other times are available throughout the week. However, these times must fit into our parish calendar and must be approved by the officiating priest. Please be aware that the Church of Saint Mary has a 5:00 p.m. Mass on Saturdays. Therefore, any couple wishing to celebrate their marriage on Saturday evening may not have use of the church or any other room until after 6:00 p.m. Weddings are generally not held during the seasons of Advent and Lent. Please discuss weddings during these times with your officiating priest.

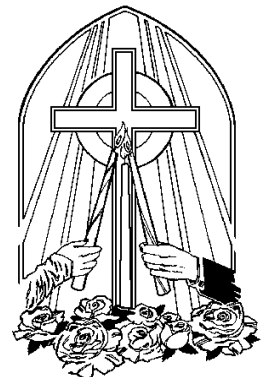
## Flowers



Arrangements are to be made directly with the florist of your choosing. We suggest that couples marrying on the same day share the cost of flowers. One floral arrangement may remain in the church after the wedding. We request that the sanctuary not be overdone with greenery or floral arrangements. The sanctuary space is sacred and will be used for the parish Celebration of the Eucharist. Nothing should interfere with the furnishings or spaces that are used for this celebration. Church furniture, plants, liturgical decorations, banners, altar linens, etc. are not to be moved or removed from the sanctuary. Often couples rent articles from their florist or other party services for use at their wedding. These items are to be picked up from the Church of Saint Mary by the florist or rental company on the Monday morning following your wedding. Because of the carpeting that is in the sanctuary and throughout the church, WE DO NOT ALLOW AISLE RUNNERS or FLOWER PETALS to be laid down or thrown on the carpet.

## Candles

The Church of Saint Mary does have a candelabrum. If the couple chooses a unity candle and the two satellite candles, it is the responsibility of the couple to rent or purchase those candles. Candelabra/candles used for your wedding must be placed in the sanctuary only. Furthermore, ***dripless candles must be used*** to protect the carpet from dripping wax. Because of the safety hazard which is created, UNDER NO CIRCUMSTANCES ARE THERE TO BE CANDLES CARRIED DOWN THE AISLES OR CONNECTED TO THE PEWS ALONG THE AISLES.



## Photographs

Arrangements are to be made directly with your photographer. Please inform your photographer that he or she is to be as inconspicuous as possible during the ceremony. UNDER NO CIRCUMSTANCES IS THE PHOTOGRAPHER TO ENTER THE SANCTUARY DURING THE CEREMONY. THIS INCLUDES THE AREA AROUND THE ORGAN AND THE CHOIR LOFT. YOUR PHOTOGRAPHER MUST SPEAK WITH THE PRESIDER BEFORE THE CEREMONY BEGINS. Please be sure that a quiet reverence for the church and sanctuary is maintained. **Additionally, we ask that there be NO flash pictures taken during the wedding ceremony.** Video cameras are allowed during your ceremony. We request, however, that they not be placed in the sanctuary or moved during the ceremony. Cameras should be placed before the wedding begins. Please discuss with the officiating priest placement of video equipment.



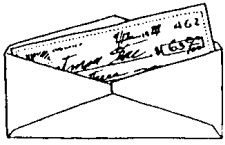
## Rehearsal

The bridal party is asked to be ON TIME for a short rehearsal. Being late may seriously inconvenience a rehearsal for another bridal party or the officiating priest or deacon. The marriage license and all applicable fees (including the fee for the Music Director) are to be given to the officiating priest at the rehearsal.

## Altar Servers

Please consult with the priest if you wish to have the Church provide servers for your wedding ceremony. A fee is paid directly to the altar server.

## Fees/Offerings



Building usage fees are due with the appropriate forms to confirm reservation of the church and/or reception facility. All other fees, musicians etc., must be paid prior to the wedding rehearsal. Furthermore, it is appropriate to give a stipend to the officiating priest or deacon, the amount of which is up to the couple. Stipends can be given at the time of the wedding rehearsal.

## Children

If you wish to have children as part of your wedding procession, we request that they be at least five years of age. The involvement of children under the age of five should be discussed with the officiating priest.



## MUSIC FOR NUPTIAL LITURGIES. . . .

The Rite of Marriage is: a) an act of worship on the part of all those present to offer thanks and praise to God and to ask God's blessing on the couples' life together, b) a solemn exchange of vows, and c) a Sacrament of the Catholic Church.

Accordingly, all music for this ceremony should reflect the reverence and dignity of the occasion. In this light, the Church of St. Mary does have a music policy for weddings.

A good "rule of thumb" to follow in choosing vocal music is to examine the text of a song. If the lyrics make no mention of the role of God, Christ or the church's role in marriage, then the song may not be appropriate for liturgical use.

In addition, instrumental music that is associated with secular events/films, etc. is not a strong choice for use in the wedding sacrament. Secular music that has significant meaning for the couple is best used outside of Mass, or at the reception, where the couple can enjoy the music in a more relaxed setting with their family and friends.

The Church of Saint Mary will make available to you our Music Director. The Music Director will guide you in choosing appropriate music for your wedding, and will act as organist/pianist for your ceremony. Please make contact with the Director of Music within four months of your wedding date to secure the day and time on their calendar. If the Director of Music is unavailable to play for your liturgy, he will locate a competent musician as a replacement if initial contact is made within four months of the wedding date. The use of outside organists is normally discouraged, but exceptions are made. In such cases, a "bench fee" is given to the Director of Music (an amount smaller than the usual fee charged). After you have met with the officiating

priest and have set a date for your wedding, please contact the Music Director for a consultation to plan the music for your wedding.

In addition to the Music Director, the Church of Saint Mary offers the following musical enhancements:

1. One of our parish cantors to serve as a song leader for the assembly and to sing solos before and during the Rite of Marriage.
2. Representatives from the Church of Saint Mary Adult Choir to sing before and during the ceremony.
3. Instrumentalists, such as a trumpet or string quartet, are available at the request of the couple. Please inform the Music Director of your intentions at the music planning session. The Music Director will secure instrumentalists for your wedding (if prior arrangements have not already been made).

All of the above have been professionally prepared and can add much beauty to your wedding. The Director of Music will provide information about the amounts of stipends for these services.

Payment of professional music fees should be made in advance of the wedding, especially in liturgies involving professional instrumentalists, cantors and the church choir.

Some considerations to keep in mind when using outside instrumentalists and soloists (including outside organists):

1. The final selection of music rests with the couple and the Director of Music in accord with the guidelines of the Church.
2. All musicians must come prepared to rehearse with the Director of Music. There is not sufficient time prior to a wedding liturgy to help prepare non-professional musicians.
3. If music is chosen by the couple that is not available through the music office at the Church of Saint Mary, it is the responsibility of the couple to purchase it. Use of photocopied music violates the law, and is not permitted.

Please see additional information relating to Music for your wedding, including a worksheet, on our website, [www.churchofsaintmary.com](http://www.churchofsaintmary.com). Go to the Publication tab, and click on the **Wedding & Music Worksheet**.





## **RESTRICTIONS... a few do's and don't's**

- We ask you to inform your guests that NO RICE, NO CONFETTI, or BIRD SEED, or SIMILAR ITEMS be thrown or released on church property.
- In the same way, we once again remind you that NO FLOWER PETALS are to be thrown in your procession or at any other time that the church is in use. These create a safety hazard, not to mention the clean-up required.
- We also ask that RECEIVING LINES be reserved for the reception. Having a receiving line immediately after your wedding may take away from the short time you have for photographs and may inconvenience the wedding plans of another couple or any other activity following your wedding.
- UNDER NO CIRCUMSTANCES ARE ALCOHOLIC BEVERAGES ALLOWED IN THE CHURCH, BRIDE'S ROOM OR GROOM'S ROOM.

## **FACILITY AVAILABILITY & RESERVATIONS**

The Church of Saint Mary *Beckerle Hall* is available for wedding receptions. There is a fee for the use of *Beckerle Hall*. Please consult the Building Usage Policy handbook for more information.

Food and beverages are allowed in *Beckerle Hall*. However, we do ask that these items be consumed in *Beckerle Hall* only. Alcoholic beverages are allowed in *Beckerle Hall* IN MODERATION. UNDER NO CIRCUMSTANCES ARE MINORS ALLOWED ALCOHOLIC BEVERAGES. If you wish to serve alcoholic beverages at your reception, these beverages MUST continually be supervised by an adult.

The Church of Saint Mary will be unlocked one and a half hours prior to your wedding and thirty minutes prior to your rehearsal. If *Beckerle Hall* is to be used for your reception, please check with the parish Business Administrator about having it unlocked for set-up and take-down. Remember, the Church of Saint Mary conducts a Saturday evening Mass at 5:00. If your wedding is on a Saturday evening, the church, is not available until after 6:00.

## **WEDDING LITURGY ASSISTANT**

Maureen Goree is your contact with the Church for all arrangements and/or questions about the rehearsal and wedding liturgy. Maureen can be reached at (918) 743-9013 or by email at [mgoree4@yahoo.com](mailto:mgoree4@yahoo.com).

## Possible Marriage Preparation Programs

### Couple to Couple

The priest or Deacon officiating at the marriage will arrange this for you.

### Pre-Cana

Call the Family Life Office of the Diocese of Tulsa: 918-307-4942

### Engaged Encounter

We recommend the program through the Diocese of Wichita. You can register online at [www.catholicdioceseofwichita.org/MFL](http://www.catholicdioceseofwichita.org/MFL). Select “Marriage Resources”, then select Engaged Encounter in the drop down menu. You may also call the office of Marriage & Family Life at 316-685-5240.

### Natural Family Planning

By appointment: Contact Mark & Maggie Ohnesorge by email at [Maggie.ohnesorge@gmail.com](mailto:Maggie.ohnesorge@gmail.com)



*For this reason, a man shall  
leave his father and mother  
and be united to his wife...*

*Genesis 2:24*

# CHECKLIST FOR BRIDE AND GROOM

## LITURGY

- \_\_\_\_\_ Set wedding & rehearsal date with priest
- \_\_\_\_\_ Schedule meetings with priest
- \_\_\_\_\_ Schedule required marriage preparation
- \_\_\_\_\_ Select readings and discuss liturgy
- \_\_\_\_\_ Contact wedding Liturgy assistant

## MUSIC

- \_\_\_\_\_ Contact Music Director to arrange a meeting to select music

## BUILDING FACILITY USAGE

- The priest will put the wedding date on the Church/Chapel calendar.
- Reservation is not confirmed until the Agreement for Use of Church/Chapel form (page 11) is returned to the Business Administrator with the appropriate fees.
- If Beckerle Hall usage is desired, or another room, contact the Business Administrator.

- \_\_\_\_\_ Return all appropriate forms and fees to confirm reservation to Business Administrator
- \_\_\_\_\_ Submit written diagram of set-up for Beckerle Hall (if you are using it) one business week prior to usage
- \_\_\_\_\_ Communicate with Business Administrator the name of caterer, florist, etc. Parish staff will not sign for deliveries (party goods etc.) if not informed to do so.

## FEES

- |       |                                 |  |
|-------|---------------------------------|--|
| _____ | <b>Building Usage</b>           | <b>due immediately</b>                         |
| _____ | <b>FOCCUS (Marriage Prep)</b>   | <b>due at date of preparation</b>              |
| _____ | <b>Musician(s)</b>              | <b>due one week prior to wedding rehearsal</b> |
| _____ | <b>Altar Server (if needed)</b> | <b>can be paid at wedding rehearsal</b>        |
| _____ | <b>Miscellaneous Stipends</b>   | <b>can be given at wedding rehearsal</b>       |

**NOTE:** On the next two pages you will find the necessary forms to reserve the Church/Chapel and/or Beckerle Hall. Please complete them and return as soon as possible. Reservations are made on a “first come, first serve” basis.

**AGREEMENT FOR USE OF CHURCH/CHAPEL**

Church of Saint Mary ♦ 1347 E 49 Pl ♦ Tulsa, Ok 74105 ♦ 749-1423



Agreement is made between the Church of Saint Mary and:

NAME: \_\_\_\_\_ & \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY ZIP

TELEPHONE NUMBER: \_\_\_\_\_  
DAYTIME EVENING

OTHER CONTACT PERSONS IF APPLICABLE including telephone numbers:

\_\_\_\_\_

for the use of the Church/Chapel (circle one), for \_\_\_\_\_,

on: date: \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_.

The user agrees to follow the policies set by the Church of Saint Mary as stated in the *Building Usage Policy Handbook*. This form must be filled out and returned to the parish office with the required deposit to confirm reservation, and all usage fees if applicable, must be paid one month prior to the date of use.

**FEES:**

Security/reservation fee: \_\_\_\_\_ (non-members \$100)

Usage fee: \_\_\_\_\_ (Parish members \$0/non-members \$250)\*

Custodial fee: \_\_\_\_\_ (Parish member only - \$75.00)\*\*

Total Fees Due: \_\_\_\_\_

Date Paid \_\_\_\_\_ Amount \$ \_\_\_\_\_

\* A Parish member is defined as a registered/contributing member for a minimum of six months. The non-member rate of \$250.00 includes the custodial fee. See *Building Usage Policy Handbook* for further information.

\*\* This rate is adjusted if combined with other room usage

Security deposits will be refunded providing there is no damage and the Church/Chapel is left in acceptable condition. The deposit will be mailed to the above address unless the Church of Saint Mary has been instructed otherwise. Please sign below to indicate you understand and accept the conditions above.

\_\_\_\_\_  
User

\_\_\_\_\_  
Church of Saint Mary Representative

**AGREEMENT FOR USE OF BECKERLE HALL**

Church of Saint Mary ♦ 1347 E 49 Pl ♦ Tulsa, Ok 74105 ♦ 749-1423



Agreement is made between the Church of Saint Mary and:

NAME: \_\_\_\_\_ & \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY ZIP

TELEPHONE NUMBER: \_\_\_\_\_  
DAYTIME EVENING

OTHER CONTACT PERSONS IF APPLICABLE including telephone numbers:

\_\_\_\_\_

for the use of Beckerle Hall, including the two adjacent kitchens,

on: date: \_\_\_\_\_ from (time) \_\_\_\_\_ to \_\_\_\_\_.

The user agrees to follow the policies set by the Church of Saint Mary as stated in the *Building Usage Policy Handbook* (for Beckerle Hall). This form must be filled out and returned to the parish office with the required deposit to confirm reservation, and all usage fees if applicable, must be paid prior to the date of use. In addition, a *diagram or written instruction must be submitted five business days in advance* showing the required set-up for tables and chairs.

**FEES:**

Reservation/Security Deposit: \_\_\_\_\_ (Parish members\* \$100/non-members \$200)

Usage Fee: 1st four hours \_\_\_\_\_ (Parish members\* no fee/non-members\$200)

Additional hours \_\_\_\_\_ \$50/hour after 1st four hours

Custodial fee: \_\_\_\_\_ \$100.00

Total Fees Due: \_\_\_\_\_

Date Paid \_\_\_\_\_ Amount \$ \_\_\_\_\_

\* A Parish member is defined as a registered/contributing member for a minimum of six months.

Security deposits will be refunded providing there is no damage and the room is left in acceptable condition. The deposit will be mailed to the above address unless the Church of Saint Mary has been instructed otherwise. Please sign below to indicate you understand and accept the conditions above.

\_\_\_\_\_  
User

\_\_\_\_\_  
Church of Saint Mary Representative