

# *Welcome to Saint Leonard Catholic Community*

Congratulations on your engagement!

The community of St. Leonard shares in your joy and happiness and the parish staff look forward to assisting you as you plan your celebration of the Sacrament of Marriage. Our policies and procedures are in place to ensure that the celebration of the Sacrament of Marriage is of the best theological, liturgical and artistic quality and that it be a memorable moment in your life.

The celebration of the Sacrament of Marriage is an action of the entire church in whose presence you commit yourselves to one another. Because the celebration of marriage is worship, it is above all, communal. And because it is communal, every effort should be made to enable the assembly to participate in a full and active manner. Everyone present should be able to hear, see, speak, sing and pray.

## *General Policies & Procedures*

1. Couples who wish to be married at St. Leonard should contact the parish office no less than 6 months before the proposed wedding date. You should contact the parish secretary to make an appointment with the Director of Worship as soon as possible to secure your wedding date.
2. A non refundable booking fee of \$75.00 will be required to secure a wedding date. This fee will be counted toward your total stewardship.
3. Weddings can be celebrated at St. Leonard at the following times.  
 Friday evenings between 5:00 pm and 8:00 pm  
 Saturdays between 10:00 am and 12:00 pm

As per liturgical law, weddings are not celebrated on certain days. Please see

<https://www.archlou.org/wp-content/uploads/2016/08/Ritual-Mass-Restrictions.pdf> for details.

4. Rehearsals are usually scheduled the evening before the wedding. Please contact the St. Leonard Director of Worship when you are ready to schedule your rehearsal. Rehearsals last approximately 1 hour. The marriage license should be brought to the rehearsal and is given to the Director of Worship or their designee.
5. When one of the parties is not Roman Catholic, the *Rite for Celebrating Marriage Outside the Mass* will be used so that all may comfortably participate.
6. Wedding plans that involve more than 6 bridesmaids & groomsmen must be approved by the Pastor. Wedding participants must be of an age and maturity to process down the aisle without fear. Please consult with the Director of Worship if you need further assistance.
7. For safety reasons, rice, birdseed, confetti, flower petals (real or silk), balloons, etc... are not allowed in the church. Aisle runners may not be used.
8. The St. Leonard staff will assist you in preparation of your wedding ceremony. The Director of Worship will contact you to arrange a meeting to begin the process of planning your liturgy. The staff will also see to it that all paperwork is in order. *If you have hired a wedding planner to help you, please understand that a parish staff member will coordinate all liturgical preparation, the rehearsal and the celebration of the liturgy itself.*

9. Musicians: The Director of Worship at St. Leonard will handle the music for all weddings at the church. The Director of Worship will assist the couple in choosing appropriate music for the ceremony. He/She will hire all musicians needed for the liturgy. Since the St. Leonard musicians are familiar with the liturgy, instruments, and sound system, etc... they must be used. A cantor and accompanist are required. Additional musicians, such as a trumpeter, violinist, etc... will be hired at the request of the couple. Under special circumstances, outside musicians *may* be permitted at the discretion of the Director of Worship.
1. The couple is responsible for all payments to musicians.
  2. The couple will receive a list of musicians who have been hired, along with their mailing addresses and fees, from the Director of Worship, approximately six weeks prior to the wedding.
  3. Fees are mailed directly to each musician one month prior. Musicians reserve the right to refuse service without proper remuneration.
  4. Musicians often have multiple bookings in one day. Therefore, weddings that begin later than originally scheduled may lose part or all of their scheduled music. No refunds will be given.
10. No refreshments or foods will be allowed in the church worship space.
11. Alcoholic beverages of any kind, illegal drugs, smoking and vaping are not permitted on Church property at any time. The presence of any of these items or actions may result in serious consequences.
12. St. Leonard Parish is not responsible for any lost or stolen items.
13. For reasons of safety, candles are not permitted in the center aisle at any time. Spring loaded candles are not accepted at St. Leonard.

## ***Planning the Wedding***

Please review the **Archdiocese of Louisville Marriage preparation outline** below. The Director of Worship at St. Leonard assist you and your family in planning your liturgy, including the music.  
 Contact information: Laura Meyer 502-897-2595

### ***Steps for Marrying in the Archdiocese of Louisville***

- \* At least six months prior to your wedding, *and before you set your wedding date*, make initial contact with your parish to schedule a meeting with the priest, deacon or pastoral administrator. You will receive information about parish guidelines. You can then schedule a date for the wedding. You may also begin to complete some of the required paperwork.
- \* Next, you will set a time to take a premarital inventory. The FOCCUS Inventory (Facilitating Open Couple Communication, Understanding and Study) is widely used as part of marriage preparation in the Archdiocese of Louisville. Some parishes may offer a different inventory, or special circumstances may dictate another inventory.
- \* Then you will meet with a facilitator from the parish to discuss the results of the inventory, including the areas of strength in your relationship as well as the areas that need attention.
- \* Your next step is participation in a parish-based or archdiocesan marriage preparation program. The decision about the best program for you was probably discussed at your initial meeting with the priest, deacon or pastoral administrator. These programs are most helpful when attended *early* in your preparation time.

### *Marriage Preparation*

- The marriage preparation process begins with a meeting with the priest or deacon. That priest or deacon will assist and advise the couple in completing the necessary paperwork.
- Catholics marrying a non-baptized person will need a Matrimonial Dispensation.
  - The dispensation can be arranged by your Pastor.
- The Archdiocese of Louisville requires that all engaged couples participate in an approved marriage preparation program.
  - If you live outside Louisville, check with the staff at your home parish about programs provided in your area.
  - A certificate acknowledging the successful completion of one of the programs must be supplied to the priest or deacon presiding your wedding.

### *Appropriate Music*

- St. Leonard upholds the Roman Catholic Church's guidelines regarding appropriate music for all liturgical celebrations, including weddings.
- All texts must be suitable for use in the liturgy, are to be directed toward God (sacred), be free of associations which render them inappropriate, and be from the hymnal.
- Popular songs and secular music have no place in the wedding liturgy. They may very appropriately be sung at your wedding reception.
- **NO** recorded music or accompaniment tapes may be used at the wedding liturgy.
- The style of music chosen should also be within the realm of what is normally used at St. Leonard, be it classical or contemporary.
- Certain parts of the liturgy are to be sung by all present: the Responsorial Psalm, Gospel Acclamation, Holy, Holy, Memorial Acclamation, Amen and a hymn during communion. Singing a song during the gathering rite and the preparation of gifts is strongly encouraged. The Director of Worship can guide you through these requirements.
- Solos and choral selections (if any) are best used as part of the Prelude or at the Preparation of the Gifts.
- Worship aids are strongly encouraged as they assist in the active participation by the assembly. The worship aid helps the assembly follow the Order of the Mass, provides the location of the songs (or the actual songs), the prayer responses, etc... Having a worship aid is especially helpful when members of the assembly are not Catholic, or do not attend Mass often, and may feel hindered or excluded from full participation and worship. The Director of Worship will assist you in the design of this aid. Two days prior to the rehearsal, the box of worship aids should be delivered to the Director of Worship.

### *Liturgical Environment*

St. Leonard Church is a place of dignity and prayer; it is a privilege to enter her doors to pray. We ask that you, the wedding party, and your guests respect the Church and all other properties. Please suggest that all members of your wedding party, including Lectors and Eucharistic Ministers, dress and behave in a manner that is respectful of the sacred space of our Church.

Since the Roman Catholic Church follows a liturgical calendar, there will be certain liturgical symbols and decorations present during the course of the church year (e.g., Christmas, Easter, etc...). The church environment decorations are intended for all liturgical celebrations, including your wedding. The existing environment will not be changed or removed for your wedding.

### *Policies for the Florist*

- All florists must submit a written plan to the Director of Worship at least 30 days prior to the wedding.
- Usually, flowers cannot be delivered until 2 hours before the wedding.
- No aisle runner is permitted.
- Bows may be attached to the chairs with ribbon, florist wire or plastic type hooks.
- **No Tape** can be placed on the pews.
- Entrances to individual rows may not be cordoned off.
- The Baptismal Font is reserved for the Sacrament of Baptism. Flowers may be placed on the floor in front or back of the font, but never on the font.
- Decorations on the pews must be removed immediately after the wedding, either by the florist, family or the outside wedding coordinator.
- Wreaths may be placed on the front doors of the church
- Absolutely no decorations may be placed on the musical instruments or in the music area.

### *Policies for the Photographer/Videographer*

- All photographers/videographers must submit a written plan to the Director of Worship at least 30 days prior to the wedding.
- Please check in with the Director of Worship upon arrival. The St. Leonard Director of Worship must approve of your plan for photos during the Liturgy. Our main guideline for photographers is “be invisible.”
- Pictures taken before the wedding must be finished at least **30 minutes prior to the start of the liturgy**. Pictures taken after the wedding must be finished **an hour after the ending of the ceremony**.
- Tape is not to be used on the walls or floors.
- The liturgical environment is not to be altered in order to accommodate the photo shoot. The Altar is **Not** a prop for photos. Tripods, Cameras, and other equipment cannot be placed in the sanctuary.
- No liturgical furnishings, e.g. candles, chairs, etc., are to be moved.
- The Church of St. Leonard is a house of worship at all times, and is to be respected as such during the photo shoot. Professional dress and behavior is required. Shorts, gym clothes and other inappropriate clothing is prohibited.
- A roaming photographer is distracting to the participants and the prayer of the people.
- Candid pictures taken of the congregation during the ceremony will not be tolerated.
- The use of flash photography during any liturgical celebration, including weddings, is prohibited.
- There will be no access to the choir loft. Photographers cannot be near the musical instruments, nor the path between the organ, piano, and cantor.

## *Wedding Preparation Timeline*

### At least 6 months prior to wedding

- \_\_\_\_\_ Contact parish office *before* booking other venues and vendors/ services
- \_\_\_\_\_ Call for appointment with presider
- \_\_\_\_\_ Pay deposit to St. Leonard

- \_\_\_\_\_ Set wedding date on Church calendar
- \_\_\_\_\_ Confirm date with the Director of Worship & Music
- \_\_\_\_\_ Complete FOCCUS Instrument (parishioners only)
- \_\_\_\_\_ Decide Marriage Preparation format

### **3 to 6 months prior to the wedding**

- \_\_\_\_\_ Discuss musical options with the Director of Worship & Music
- \_\_\_\_\_ Submit request for additional musicians, if desired
- \_\_\_\_\_ Complete archdiocesan paperwork with presider

### **1 to 3 months prior to the wedding**

- \_\_\_\_\_ Submit plan from **florist** and **photographer**
- \_\_\_\_\_ Finalize liturgy plan with Director of Worship & Music
- \_\_\_\_\_ Final appointment with presider

### **During final 30 days**

- \_\_\_\_\_ Pay balance of fee to St. Leonard Catholic Community at least 1 month prior to wedding
- \_\_\_\_\_ Mail payment directly to the musicians at least 2 weeks prior to wedding
- \_\_\_\_\_ Obtain Marriage License from County Clerk's Office
- \_\_\_\_\_ Receive Worship Aid draft from the Director of Worship and have copies made.
- \_\_\_\_\_ Two days prior to the rehearsal, the box of worship aids should be delivered to the Director of Worship.

## *St. Leonard Catholic Community*

Phone: 502- 897-2595

Pastor: Rev. Louis Meiman

Director of Worship & Music: Laura Meyer

Parish Administrative Assistant: Kevin Brost

### *Wedding Fees*

- Booking Fee: \_\_\_\_\_ \$75.00  
This fee is to reserve your wedding date on the parish calendar and is payable when the date has been finalized. Payable to St. Leonard.
- Church Fee: \_\_\_\_\_ \$400.00  
This fee is to be paid to St. Leonard for use of the facility, the wedding

organization, preparation materials, and is due one month before the ceremony.

- Server Fee: \_\_\_\_\_ each \$20.00  
 This fee is for the people from St. Leonard who function as altar servers. A Mass requires two servers. For a wedding ceremony only, one is adequate. A check for the appropriate amount should be made out to St. Leonard, due one month prior to the wedding. This fee *may* be waived if the couple can provide servers who are Catholic and have been trained through the Archdiocese or their home parish.

- Eucharistic Minister Fee: \_\_\_\_\_ each \$20.00  
 When the marriage ritual is within a full Mass, Eucharistic Ministers are needed. This fee is for the people from St. Leonard who function as Eucharistic Ministers. The size of the assembly will dictate the number of ministers needed. A check for the appropriate amount should be made out to St. Leonard, due one month prior to the wedding. This fee *may* be waived if the couple can provide Eucharistic Ministers who are Catholic and have been trained through the Archdiocese and possess a current mandate at their home parish.

- Lector Fee: \_\_\_\_\_ \$20.00  
 This fee is for a person from St. Leonard who will function as A Lector to proclaim the scripture readings and the Universal Prayers. A check for the appropriate amount should be made out to St. Leonard, due one month prior to the wedding. This fee will be waived if the couple can provide a Lector who is Catholic and has been trained through the Archdiocese or at their home parish.

- Security/ Damage Deposit: \_\_\_\_\_ \$150.00  
 This refundable fee is to insure that there has been no damage and that items used for the wedding are cleaned up following the liturgy. It is to be a separate check made payable to St. Leonard, and will be returned to the couple if the sacristan (person in charge of closing the church) decides that there is no damage and that the church has been adequately cleaned. If there has been damage, or the cleaning has not been completed, the deposit refund will be prorated. If everything has been approved, the check will either be handed to the couple, their parents, or mailed to the couple's home address within one week.

- Musicians' Fees: \_\_\_\_\_ Varies  
 Musicians' fees will vary based on the following situations: the length of the marriage liturgy; the amount of rehearsals needed and the quantity of music or additional work; the rarity of the instrument (ex: harpists tend to have higher fees); the date of the wedding and availability of the musician; and the experience level of the musician. Consult the Director of Worship & Music for exact fees.



**Having received and read the Wedding Policies and Procedures of Saint Leonard Catholic Church, we acknowledge that we understand and will adhere to these policies and procedures.**

Signature of Bride \_\_\_\_\_ Date \_\_\_\_\_

Signature of Groom \_\_\_\_\_ Date \_\_\_\_\_

Date of Wedding \_\_\_\_\_