

**CATHEDRAL OF THE IMMACULATE CONCEPTION
ST. MARY'S CATHEDRAL ** 307 E. CENTRAL AVE.
WICHITA, KS. 67202 ** 316-263-6574**

Welcome to the Cathedral of the Immaculate Conception (St. Mary's), where you will celebrate your wedding. The Parish community joins with your family and friends in congratulating you and offers prayers for your mutual happiness. We are here to help you make your wedding day memorable, enjoyable and holy as well as sacramental.

We are honored that you are being married at the Cathedral. We hope that you will honor the Cathedral by respecting and observing the norms governing the celebration. With this in mind, we ask you to reflect on the following requisites and procedures.

1. Setting the Date:

- Weddings will be celebrated at the Cathedral of the Diocese of Wichita based upon availability.
- The couple must schedule an appointment with the Rector or the Associate Pastor to determine the date at least four (4) months previous to the wedding.
- Since the Cathedral is in demand, and all things being equal, it would be more prudent to set the date a year in advance.
- At the time of setting the date, a non-refundable fee of reservation must be paid.
- If you are a non-parishioner of the Cathedral parish you are requested to visit with your own Pastor about the proposed wedding and preparation. If he cannot celebrate your wedding ceremony, priests of the Cathedral are available or any other priest who is in good standing with the church.
- Any couple considering marriage for a second time should be aware that time must be given for a possible annulment procedure. No wedding date will be set until the annulment process is complete and an affirmative decision has been given.

2. Necessary Documents:

- The couple must complete the preparation as dictated by the Diocese.
 - Prenuptial investigation
 - Recent copies of the baptismal record
 - Civil marriage license

3. Times for Wedding Ceremonies:

- Ordinarily weddings will not be celebrated during the season of Lent.
- By Diocesan law, no weddings are celebrated on Sundays and Holy Days of obligation.
- No weddings will be celebrated after 2:00 p.m. on Saturday.

4. Decorations:

- The throwing of any substance such as rice, birdseed, confetti, flower petals or any other material is not permitted in the Church or on the grounds.
- No balloons are allowed inside the Cathedral.
- The Cathedral does not provide any special decorations.
- All floral arrangements must be delivered promptly.
- Final positioning of all arrangements in the Sanctuary must be approved by the Priest Celebrant.
- Only hanging bows are permitted on the pews. No masking tape, scotch tape, or thumbtacks may be used to attach decorations to the pews.
- Flower petals, real or artificial, are *strictly forbidden* in the aisles.
- All candles must be of wax and must be “dripless”.
- Artificial, plastic, or silk flowers are not to be used. It would be a thoughtful gesture to donate the floral arrangements for the Sunday liturgies.
- An aisle runner is not allowed in the center aisle at the Cathedral for safety reasons.
- All decorating items must be removed from the Cathedral immediately following the ceremony.

5. Music:

- The director of music or the organist of the Cathedral must approve all music used during the wedding ceremony. They, with the approval of the Rector, have jurisdiction.
- The music itself must reflect the sacred aspects of the marriage ceremony.
- Effort must be made to include participatory singing by the congregation at the appropriate times.
- Only organists on staff at the Cathedral or those approved by the Director of Music or the Rector may play the Cathedral organ.

6. Rehearsal:

- The rehearsal is usually a day or two prior to the wedding and is usually booked at the time the wedding date is set.
- The rehearsal will be conducted by the Priest Celebrant or a Deacon. **Outside wedding coordinators** are not allowed to conduct the rehearsal at the Cathedral.
- Punctuality is expected. Failure to show up on time may mean forfeiture of the time slot.
- Out of respect for the sanctity of the Cathedral, chewing gum, smoking, drinking of alcoholic beverages, carrying of concealed weapons, and cell phone usage are strictly prohibited in the Cathedral.

7. Costs:

- For those registered members of the Cathedral Parish, who have been practicing stewardship for more than a year, the cost is \$100.00.
- For those who are recent members of the parish (less than a year and are active stewards) the cost is \$300.00.
- For all others and those who are non-members of the Cathedral Parish, the cost is \$600.00.

8. Payment:

- A non-refundable \$50.00 deposit is expected at the time of setting the wedding date.
- Checks must be payable to St. Mary's Cathedral.
- Final payment must be made one month before the wedding date.
- It is customary for the couple to give a small monetary gift to the Mass servers.
- A donation to the Priest Celebrant or Deacon would also be greatly appreciated.

9. Eucharistic Ministers:

- Normally laypersons that are commissioned as extraordinary ministers of the Eucharist do so only in their own parish churches. If there is a need for commissioned extraordinary ministers of the Eucharistic from outside the Cathedral Parish, they need to be commissioned ad hoc by the Cathedral Rector for that specific Wedding liturgy only.

10. Photography and Videography:

- The Rector must approve all photography arrangements prior to, during, or after the wedding ceremony. The following norms must be observed.
 - The Cathedral is not a photo studio, so the time used for photographs is limited to before and/or after the ceremony.
 - Photographers are not allowed in the sanctuary during the wedding liturgy.
 - Photographers should be discreet and not interfere with or intrude on the ceremony; therefore, once the procession begins, it may not be interrupted.
 - The couple too is asked to inform the photographer of the restrictions.
 - When permitted, all photography in the Cathedral ceases twenty (20) minutes prior to the start of the ceremony.
 - Additional microphones, if they are cordless, may be included for audiotaping and video.
 - Violation of these norms will result in the refusal of the photographer's services in the future.

- Only Cathedral personnel may adjust the settings on the sound equipment.

11. Punctuality

- All weddings must begin on time out of respect for other events at the Cathedral.
- Sometimes schedules are tight, so time limits must be observed.
- It is seriously discourteous to the Priest Celebrant and congregation to be late.

12. Facilities

- There is a bride's room for the convenience of the bride and her attendants.
- There is no dressing room for the groom and his groomsmen. They should come fully dressed.
- Security is a mutual concern; therefore, all Rectory doors are to be kept closed and locked.
- Consult with the Cathedral Staff should there be any problem.
- All personal belongings should be removed immediately after the wedding ceremony. The Cathedral is not liable for lost or stolen items.
- No member of the wedding party or guest of the wedding is allowed in the offices of the Rectory for any reason.

13. Children

- While we welcome children to our liturgical celebrations, we ask that they not distract from the sacred celebration.
- Should they act up, please take them to the back of the Church or outside, ease their anxiety, and then return to the celebration.
- Based on previous experiences and on the fact that it is the bride and groom's moment, children under five (5) years of age are not permitted in the wedding party. They can be more of a distraction than a contribution.

14. Clean-up

- It expected that each wedding party be responsible for cleaning up and removing their trash, both in the Cathedral and the dressing rooms, after the celebration.
- At least two people should be designated by the wedding party to clean up the Cathedral after the wedding liturgy, paying particular attention to the aisles and the pews, removing all service bulletins and straightening the hymnals as needed.

15. Particular Considerations

- Any changes from the above norms must be submitted to the personal consideration of the Rector or the Associate Pastor.